DOCUMENT RESUME

ED 443 462 JC 000 483

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|---|---|
| TITLE | Administrative Rules of the Illinois Community College Board. |
| INSTITUTION | Illinois Community Coll. Board, Springfield. |
| PUB DATE | 2000-01-00 |
| NOTE | 122p. |
| PUB TYPE | Legal/Legislative/Regulatory Materials (090) |
| EDRS PRICE | MF01/PC05 Plus Postage. |
| DESCRIPTORS | *Board of Education Policy; *Community Colleges; Educational Administration; *Educational Finance; *Educational Policy; *Governance; Politics of Education; *State Boards of Education; Two Year Colleges |
| IDENTIFIERS | *Illinois Community College Board |

ABSTRACT

This document presents the administrative rules of the Illinois Community College Board (ICCB). Subpart A, the Illinois Community College Board Administration, presents items such as definition of terms, advisory groups, manuals, appearance at ICCB meetings, advisory opinions, recognition, and appeal procedure. Subpart B, Local District Administration, looks at reporting requirements, certification of organization, delineation of responsibilities, and maintenance of documents or information. Subpart C, Programs, discusses items such as term definitions; program requirements; statewide and regional planning; college, branch, campus, and extension centers; reporting requirements; and course classification and applicability. Subpart D, Students, describes admission of students, academic records, student evaluation, student services, and reporting requirements. Subpart E, Finance, details items such as financial planning, audits, budgets, credit hour grants, uncollectable debts, student tuition, published financial statements, special population grants, chart of accounts, retirees health insurance grants, special initiatives grants, deferred maintenance grants, and technology enhancement grants. Subpart F, Capital Projects, addresses approval of capital projects, state-funded capital projects, and demolition of facilities. Subpart H, Personnel, outlines term definitions and sabbatical leaves. Appendix A, Public Access to Information, includes information requests and minutes of closed sessions. Appendix B, Americans with Disabilities Act Grievance Procedures, presents purpose, definitions, procedure, designated coordinator level, final level, accessibility, and case-by-case resolution. (VWC)

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ED 443 462

# Administrative Rules of the Illinois Community College Board

## *January 2000*

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# ADMINISTRATIVE RULES
# OF THE
# ILLINOIS COMMUNITY COLLEGE BOARD

*January 2000*

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# SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION

**Section 1501.101 Definition of Terms**

Act. The "Act" is the Public Community College Act. (Ill. Rev. Stat., 1991, ch. 122, par. 101-1 et seq.)

Board. The "Board" is the Board of Trustees of an Illinois public community college district.

College. A "college" is an Illinois public community college.

Executive Director. The "Executive Director" is the executive officer and the executive secretary of the ICCB.

ICCB. The "ICCB" is the Illinois Community College Board; also referred to in statute as the "State Board".

ICCB Grants. "ICCB grants" are funds appropriated by the State of Illinois to the ICCB for community colleges.

ICCB Student Member. The "Student Member" is the member of the ICCB who has been selected by the ICCB's Student Advisory Committee. The student member has all the privileges of membership defined in Section 2-3 of the Act.

Recognition Continued. "Recognition continued" is a status granted to a district which generally meets ICCB standards.

Recognition Continued-With Conditions. "Recognition continued-with conditions" is a status granted to a district which generally does not meet ICCB standards. A district is judged not to meet ICCB standards when one or more of the following conditions exist:

the district continues to be out of compliance with standards cited during the previous visit,

applicable standards are disregarded, and/or

the district is found to be out of compliance with significant applicable standards.

Recognition Interrupted. "Recognition interrupted" is a status granted to a district which fails to meet ICCB standards within a specified period of time after being assigned a status of recognition continued-with conditions.

Student Advisory Committee (SAC). The "Student Advisory Committee" is the ICCB student

advisory committee specified in Section 2-1 of the Act.

**Section 1501.102 Advisory Groups**

a) Advisory Organizations. Independent organizations may be considered by the ICCB to be advisory upon petition to the State Board. Independent organizations so recognized by the ICCB as "advisory" will have the opportunity to bring matters before the ICCB during each regular ICCB meeting and will have an opportunity to provide advice to the ICCB on proposed rule and policy adoptions and matters of interest to community colleges. An advisory organization may have its recognition status withdrawn by action of the ICCB or by request of the organization. Advisory organization recognition may be granted by the ICCB at the request of an organization which meets the following criteria:

1) The organization exists independently of the ICCB and any individual college;

2) A primary purpose of the organization is to deal with matters of systemwide importance; and

3) Representatives of Illinois community college districts are included as voting members of the organization.

b) Advisory Committees -- Standing. Standing advisory committees to the ICCB will be authorized and appointed by the ICCB. Membership and terms of appointment shall be established at the time of authorization.

c) Advisory Committees -- Ad Hoc. The Executive Director is authorized to appoint ad hoc advisory committees to advise the ICCB staff on specific projects. The terms of appointment shall be for one year or less.

d) Student Advisory Committee

1) Purpose. The purposes of this committee are to:

A) Review proposed ICCB policies.

B) Inform the ICCB of systemwide issues that impact the education of community college students.

C) Select the ICCB Student Member.

2) Membership. Each member of the Student Advisory Committee shall be the nonvoting student member of the local district board of trustees or a student designated by the district's chief executive officer if the student member is unable to serve. The ICCB Student Member will serve ex officio.

3) Officers. The Student Advisory Committee shall annually select the following officers

from its membership to serve a one-year term: a Chair to conduct the meeting of the Committee; a Vice Chair to assist the Chair, to conduct the meeting if the Chair is absent, and to represent the SAC on the IBHE Student Advisory Committee; and a Recording Officer to record the minutes of all SAC meetings.

4) SAC shall elect one representative from its membership annually to serve one-year terms on each of the ICCB advisory committees (Program, Finance, Legislative, and MIS/Research) by a majority vote of members present.

5) The Executive Director of the ICCB shall call SAC meetings at least once each quarter and notify each local district board of trustees at least 30 days in advance.

6) Reimbursement. Reimbursement for actual and necessary meeting expenses of SAC members will be in accordance with Section 2-7 of the Act.

7) ICCB Meetings. The SAC report shall be given at regular ICCB meetings.

e) Selection of ICCB Student Member. The SAC will seek nominations for the ICCB Student Member from all Illinois public community colleges. Each college district can nominate one candidate for this position. The nomination shall include information such as personal information (name and address), number of credit hours (current and expected), college and community activities, resume, letters of reference, and rationale for desiring the position. The ICCB Student Member shall be elected before June 1 by a majority vote of SAC members present from all nominations who meet ICCB student membership requirements as delineated in subsection (f) below.

f) Membership Requirements of ICCB Student Member. The ICCB Student Member shall be enrolled in an Illinois public community college for a minimum course load of six semester or quarter credit hours during both the fall and spring semesters (fall/winter/spring quarters) for each term of his/her appointment. If the course load of the ICCB Student Member falls below the minimum credit hours, that member shall be replaced by a majority vote of the SAC members present at the next SAC meeting.

g) Length of Term of ICCB Student Member. The ICCB Student Member shall serve for a term of one year beginning on July 1 and expiring on June 30. No ICCB Student Member shall serve for more than two terms. Service during a partial term shall not be considered as one term.

**Section 1501.104 Manuals**

The Executive Director is authorized to develop and promulgate manuals for the purpose of administering ICCB rules.

**Section 1501.105 Advisory Opinions**

The ICCB will provide advisory opinions regarding interpretation of the Act to community colleges upon request of the President or Chair of the Board and with the approval of the ICCB Chair and Executive Director. Such opinions also will be provided to recognized advisory organizations upon request of the chair of each group, subject to the approval of the ICCB Chair and Executive Director.

**Section 1501.106 Executive Director**

The Executive Director shall perform all specific statutory responsibilities, administer the ICCB rules, and perform any other duties requested or delegated by the ICCB.

**Section 1501.109 Appearance at ICCB Meetings**

With at least seven (7) days prior written notice to the Chair or the Executive Director of the ICCB and with the concurrence of the Chair, a representative of any college or the public at large may bring matters to the attention of the ICCB or provide comment on matters already before the ICCB. The written notice requirement may be waived by the Chair.

**Section 1501.110 Appeal Procedure**

Any ICCB decision, not otherwise covered by a specific appeal procedure, may be appealed within thirty (30) days of the decision by submitting a written request for reconsideration of the decision to the ICCB Chair. The Chair shall review the request and place it on the agenda of the next regularly scheduled meeting of the ICCB. The appellant may make both oral and written presentations to the ICCB at the time the decision is reconsidered.

**Section 1501.113 Administration of Detachments and Subsequent Annexations**

a) ICCB decisions concerning approval or disapproval of requested detachments and subsequent annexations are required by Section 6-5.3 of the Act to be based on the criteria of being *"in the best interests of the schools in the general area and the educational welfare of the students residing within the territory."* These criteria are defined as follows:

1) *In the best interest of schools* - The effect of the proposed annexation/new district formation on:

A) Reasonableness of cost to taxpayers of the territory being annexed to an existing community college district or becoming part of a new community college district, i.e., whether the operating tax rate of the community college district exceeds the chargeback levy of the nondistrict territory;

B) Finances of the existing or new community college district, i.e., the equalized assessed valuation of the nondistrict territory is examined to determine how much tax revenue will be generated for the community college district to which the nondistrict territory could annex; and

C) Enrollments of the existing district,

i) which community college the nondistrict territory students have been attending; and

ii) effect of additional enrollments when the nondistrict territory is annexed to a community college district.

2) *Educational welfare of students* - The effect of the proposed annexation/new district formation on:

A) Program availability to students of the territory being annexed to an existing community college district, i.e., will the program be more available to students should annexation be approved?

B) Physical access of students to the campus(es) of the existing or new community college district, i.e., what is the distance and time which the students must travel to attend?

C) Cost to students to attend the existing or new community college district, i.e., what are the tuition and fees and commuting costs associated with attending that community college district?

D) And participation by students in their normal economic, cultural, and social activities, i.e., where do potential students shop, work, and attend religious and cultural events?

b) In addition to the criteria identified in subsection a, consideration will be given to the expressed wishes of local residents, such expression to be in the form of signatures on a petition submitted in accordance with the provisions of Section 6-5.3 of the Act.

**Section 1501.114 Recognition**

a) Recognition Provisions

1) Recognition Status. A district will be granted a status of recognition continued, recognition continued-with conditions, or recognition interrupted.

2) Effect of Recognition Continued. A district which has been granted the status of recognition continued will be entitled to receive ICCB grants for which it is otherwise entitled and eligible.

3) Effect of Recognition Continued-With Conditions. A district which has been assigned the status of recognition continued-with conditions will be entitled to receive ICCB grants for which it is otherwise entitled and eligible, but it will be given a specified time to resolve the conditions which led to its assignment to that status. A follow-up visit will be scheduled not sooner than three nor later than nine months after ICCB action on the assignment to determine the district's progress in resolving the conditions.

4) Effect of Recognition Interrupted. A district which has been assigned a status of recognition interrupted may apply for recognition at such time as all requirements set forth by the ICCB have been satisfied. A district on recognition interrupted status will have state funding suspended on a prorata, per diem basis for the period of time for which such status is in effect.

5) Recognition Action. Recognition is considered to be continuous unless action is taken to interrupt it. The ICCB will act on the recognition status of each district at a meeting subsequent to the ICCB recognition report being received. A district which previously has not been granted a recognition status by the ICCB may apply for a recognition status at any time. A district which has the status of recognition continued shall apply for continuation of that status at least 30 days prior to a scheduled recognition team visit.

b) Evaluation. The ICCB staff recognition team will conduct an in-depth evaluation of each district at least once every 5 years. Additional or alternate focused evaluations may be conducted to review circumstances of alleged gross noncompliance with ICCB standards. The purpose of the evaluation will be to determine compliance with ICCB standards. The evaluation may include an on-site visit. No district will be assigned a recognition status without having received a prior in-depth evaluation. A district will receive a draft report of the recognition team's findings no later than 30 days after the conclusion of the evaluation. The district will have 30 days to review the draft report, respond to compliance recommendations, and return the responses to ICCB. A final report will be presented to the ICCB at its next regularly scheduled meeting and will include the district's responses to the draft report's findings. Accompanying the final report will be the evaluating team's recommendation for recognition status.

c) Review and Appeal. The ICCB may place a district on a recognition interrupted status for failure to meet ICCB standards after being assigned a status of recognition continued-with conditions and receiving a follow-up evaluation if the district has not resolved the conditions within the stated time allowed. Any district whose recognition is interrupted may file a written request with the ICCB for a hearing on the decision in accordance with Section 1501.110. Pending the hearing and decision, any consequences of recognition interrupted will be suspended.

d) Recognition Standards. The recognition standards by which a district will be evaluated for recognition purposes will be the applicable statutes within the Public Community College Act and the applicable ICCB rules.

## SUBPART B: LOCAL DISTRICT ADMINISTRATION

### Section 1501.201 Reporting Requirements

Complete and accurate reports shall be submitted by the district/college to the ICCB in accordance with ICCB requirements and on forms provided by the ICCB, where applicable.

Listed below is the schedule ofdue dates indicating when items from the community colleges are due at the Illinois Community College Board office.

January 1 - construction project status reports [see Section 1501.607(a)]

January 31 - certificate of tax levy [see Section 1501.510(i)]
- fiscal year-to-date unaudited uniform financial reporting system data [see Section 1501.510(h)]

February 15 - spring semester enrollment survey [see Section 1501.406(a)]

May 30 - occupational follow-up study data for specified curricula [see Section 1501.406(c)]

July 1 - annual noncredit course enrollment survey [see Section 1501.406(e)]
- Resource Allocation and Management Plan (RAMP/CC) [see Section 1501.510(b)]

July 31 - fiscalyear-to-date unaudited uniform financialreporting system data [see Section 1501.510(a)]

August 1 - program review report [see Section 1501.303(d)]
- program review listing [see Section 1501.303(d)]
- annual student enrollment and completion data [see Section 1501.406(a)]
- square footage and acreage (facility information) [see Section 1501.510(c)]
- special initiatives grants report [see Section 1501.519(d)]

September 1 - application for recognition for specified colleges [see Section 1501.202(d)]
- underrepresented groups report [see Section 1501.406(d)]
- unit cost data [see Section 1501.510(d)]
- budget survey [see Section 1501.510(e)]

October 1 - fall enrollment data [see Section 1501.406(a)]
- fall enrollment survey [see Section 1501.406(b)]

October 15
- faculty, staff and salary data [see Section 1501.308(a)]
- external audit [see Section 1501.503(a)]
- special initiative grants audit [see Section 1501.503(a)]
- fiscal year budget [see Section 1501.504]
- certificate of chargeback [see Section 1501.503(a)]
- annual fiscal year audited uniform financial reporting system data [see Section 1501.510(f)]
- audit/unit cost reconciliation statement [see Section 1501.510(g)]
- unexpended special initiative grant funds [see Section 1501.519(e)]

December 1
- annual financial statements and notice of publication [see Section 1501.506]

30 days after the end of each term - course resource data and credit hour claims [see Sections 1501.406(b) and Section 1501.507(a)]

60 days after the end of the fall term - inventory of facilities [see Section 1501.607(c)]

**Section 1501.202 Certification of Organization**

Within five working days after the convening of the newly elected board or the new board as provided in Section 3-8 of the Act, the chair of the board of trustees shall certify in writing to the ICCB that the board of trustees has been organized. The certification shall include the name of the chair, vice chair, and the secretary and state the time and place of regular meetings. If the board, by resolution, establishes a policy for the terms of office to be one year, instead of the normal two years, or provides for the election of officers for the remaining one year, a copy of this resolution shall also accompany the certification.

**Section 1501.203 Delineation of Responsibilities**

The board and administration responsibilities shall be delineated as follows:

a) The board shall serve as the policy-making body for the district and for all colleges within the district.

b) Roles of the board and of the chief executive officer and administrative staff shall be delineated in board policies.

c) Administration of the district/college shall be in accordance with policies of the board.

**Section 1501.204 Maintenance of Documents or Information**

The district shall maintain the following documents or information:

a) board policy manual;

b) staff handbook(s) or copy of rules pertaining to faculty and administrative staff;

c) organizational chart;

d) college catalog or other written information on course listings, programs, admission requirements, grading system, financial aid, and graduation requirements; and

e) student handbook or copy of rules pertaining to students.

## SUBPART C: PROGRAMS

**Section 1501.301 Definition of Terms**

Associate Degree. An "Associate Degree" is an award for satisfactory completion of a curriculum of 60 semester credit hours or more.

Associate in Applied Science Degree. An "Associate in Applied Science Degree" is an award for the satisfactory completion of a prescribed curriculum intended to prepare individuals for employment in a specific field.

Associate in Arts Degree. An "Associate in Arts Degree" is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the arts, humanities, or social or behavioral sciences or one of the professional fields with these disciplines as a base.

Associate in Fine Arts Degree. An "Associate in Fine Arts Degree" is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the fine arts: art, music, or theater.

Associate in Engineering Science Degree. An "Associate in Engineering Science Degree" is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering.

Associate in General Studies Degree. An "Associate in General Studies Degree" is an award for the satisfactory completion of a curriculum that has been individually designed by mutual agreement between the student and his/her college-appointed advisor to meet the student's educational intent.

Associate in Science Degree. An "Associate in Science Degree" is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the mathematical, biological, or physical sciences or one of the professional fields with these disciplines as a base.

Branch. A "branch" is an administrative unit of a college that has a continuing educational mission and serves as a secondary instructional site for the college.

Campus. A "campus" is an organized administrative unit of a college that has a continuing educational mission and serves as a primary instructional site for the college.

Certificate. A "certificate" is an award for satisfactory completion of a series of courses or curriculum of 50 semester credit hours or less.

General certificate. A "general certificate" is an award for satisfactory completion of a series of courses of 30 semester credit hours or less in adult basic education, adult secondary education, remedial education, vocational skills, or general studies.

Occupational certificate. An "occupational certificate" is an award for satisfactory completion of a prescribed curriculum intended to prepare an individual for employment in a specific field.

College. A "college" is a district's administrative unit that is authorized by the Illinois Board of Higher Education to grant postsecondary-level degrees and certificates, is recognized by the ICCB, and provides a comprehensive program of instruction in accordance with Section 101-2(e) of the Act.

Course. A "course" is a sequential presentation, through one or more instructional modes, of subject matter in a particular field to meet specific objectives within a designated time period, such as a semester or a quarter.

Curriculum. A "curriculum" is an approved unit of instruction consisting of a series of courses designed to lead to an associate degree or a certificate.

Adult Basic Education. An "Adult Basic Education" curriculum consists of basic skills courses designed to bring students to a competency of eighth-grade equivalency, including English as a Second Language instruction to a level of eighth-grade equivalency.

Adult Secondary Education. An "Adult Secondary Education" curriculum consists of courses designed to bring students to a competency of twelfth-grade equivalency, including English as a Second Language courses through the twelfth-grade equivalency and General Educational Development (GED) examination preparation.

District Curriculum. A "district curriculum" is a curriculum approved for offering within a district, on the basis of student interest, employment demand, and available resources within a district.

General Studies. A "General Studies" curriculum consists of courses designed to meet individual student goals, in the promotion of personal improvement and self-understanding.

Regional Curriculum. A "regional curriculum" is a curriculum approved for offering within a particular region of the state, on the basis of student interest and employment demand within the region.

Remedial Education. "Remedial Education" consists of courses in computation, communication (i.e., writing and speaking), and reading, designed to improve the competency of high school graduates, or those persons achieving high school equivalency through standardized testing, to the level necessary for placement into communication and

mathematics courses required of first-year college students. Remedial courses reiterate basic skills that students were expected to have mastered prior to entry into postsecondary education.

Statewide Curriculum. A "statewide curriculum" is a curriculum approved for offering on the basis of student interest and employment demand statewide.

Educational Agency. An "educational agency" is an agency, corporation, or other defined legal entity which offers instruction.

Extension Center. An "extension center" is an instructional site for the college that is used for offering some of the college's courses and/or programs for a limited duration.

Internship/Practicum. An "internship/practicum" is a course of planned and supervised training which allows the application of theory to actual practice and prepares a student for working independently in a specific career. The internship/practicum generally occurs after the student has completed 12 credit hours. It takes place at a regular worksite and instruction/supervision is shared by a college instructor/supervisor and a qualified employee at the worksite. Clinical practicums take place in a hospital or other medical/health facility and require close supervision/instruction/monitoring by a qualified college instructor.

Laboratory. A "laboratory" is a course of planned and supervised training in which students learn new methods or principles through experimentation, observation, and/or practice. A lab class can occur at the beginning, middle, or end of a particular course of study and may be a specially equipped room designed for experimentation, observation, and/or practice on the college campus or at the worksite.

Principal Site. The principal site is the official mailing address of the college.

Public Service. "Public service" consists of noncredit classes and other activities of an educational nature, such as workshops, seminars, forums, exhibits, and the provision of college facilities and expertise to the community, designed to be of service to the public.

Research. "Research" consists of investigations or experiments to discover or interpret facts, to revise accepted theories, or to apply such revised theories.

Secondary School. A "secondary school" shall be used to mean private or parochial secondary school, public secondary school district, or public unit school district.

Unit of Instruction. A "unit of instruction" is any one of the following:

An organized program of study consisting of a sequence of courses that results in the award to a student of a certificate or an associate degree.

Any existing organized program of study offered at a new geographical location outside of the college district.

Any organized administrative entity that would have a continuing instructional mission, including but not limited to a college, campus, or branch.

Unit of Research or Public Service. A "unit of research or public service" is a college's subdivision such as a division, institute, or center, that administers one (or more) research or public service program.

Vocational Skills. "Vocational Skills" consists of courses designed to provide short-term job entry training, to upgrade the skills of persons already employed, or to review skills for career re-entry.

**Section 1501.302 Units of Instruction, Research, and Public Service**

a) Approval of New Units of Instruction. Each proposed new unit of instruction shall be submitted to the ICCB for approval. The criteria for approval of new units of instruction, which also apply to existing programs offered by community colleges are:

1) Mission and Objectives.

A) The objectives of the unit of instruction are consistent with the mission of the college as set forth in Section 1-2(e) of the Public Community College Act.

B) The objectives of the unit of instruction are consistent with what the title of the unit of instruction implies.

2) Academic Control.

A) The design, conduct, and evaluation of the unit of instruction are under the direct and continuous control of the college's established processes for academic planning and quality maintenance, and clear provision is made for ensuring a high level of academic performance of faculty and students.

B) The admission, course placement, and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction and with Section 3-17 of the Act where applicable.

3) Curriculum. The content of the curriculum ensures that the objectives of the unit of instruction will be achieved.

A) The range of total number of credit hours required for completion of an associate degree curriculum shall be within the following parameters:

i) For the Associate in Arts degree and the Associate in Science degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or the quarter credit hour equivalent;

ii) For the Associate in Fine Arts and the Associate in Engineering Science degree, a total requirement of not less than 60 semester credit hours nor more than 68 semester credit hours or the quarter credit hour equivalent;

iii) For the Associate in Applied Science degree, a total requirement of not less than 60 credit hours nor more than 72 semester credit hours or the quarter credit hour equivalent, except in such occupational fields in which accreditation or licensure by a state or national organization requires additional coursework; and

iv) For the Associate in General Studies degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or the quarter credit hour equivalent.

B) Each associate degree curriculum shall include a specific general education component consisting of coursework in communication, arts and humanities, social and behavioral sciences, and mathematics and science within the following parameters:

i) For the Associate in Arts degree and the Associate in Science degree, the general education component required will represent at least 37 semester credit hours or the quarter hour equivalent for completion;

ii) For the Associate in Fine Arts degree, the general education component required will represent at least 25 semester credit hours or the quarter hour equivalent for completion;

iii) For the Associate in Engineering Science degree, the general education component required will represent at least 19 semester credit hours 9or the quarter hour equivalent for completion;

iii) For the Associate in Applied Science degree, the general education component required will represent at least 15 semester credit hour or the quarter hour equivalent for completion; and

iv) For the Associate in General Studies degree, the general education component required will represent no less than 20 semester credit hours or the quarter hour equivalent for completion.

4) Faculty and Staff.

A) The academic preparation and experience of faculty and staff ensure that students receive education consistent with the objectives of the unit of instruction.

B) The involvement of faculty in the unit of instruction is sufficient to cover the various fields of knowledge encompassed by the curriculum, to sustain scholarship appropriate to the unit of instruction, and to ensure curriculum continuity.

C) Support personnel, including counselors, administrators, clinical supervisors, and technical staff, have the educational background and experience necessary to carry out their assigned responsibilities.

5) Support Services.

A) Facilities, equipment, and instructional resources (e.g., laboratory supplies and equipment, instructional materials, computation equipment) necessary to provide quality instruction will be available and maintained.

B) Library holdings and acquisitions necessary to support quality instruction and scholarship are available, accessible, and maintained.

C) Provision is made for the guidance and counseling of students, the evaluation of student performance, the continuous monitoring of progress of students toward their degree or certificate objectives, the placement of completers of the unit of instruction, and appropriate academic recordkeeping.

6) Financing.

A) The financial commitments to support the unit of instruction are sufficient to ensure that the stated objectives can be attained and that the faculty, staff, and support services necessary to offer the unit of instruction can be acquired and maintained.

B) Projections of revenues necessary to support the unit of instruction are based upon supportable estimates of general revenue, student tuition and fees, private gifts, and/or governmental grants and contracts.

7) Public Information.

The information that the college provides to students and the public accurately describes: the unit of instruction offered; the objectives of the unit of instruction; length of the unit of instruction; residency requirements, if any; schedule of tuition, fees, and all other charges and expenses necessary for completion of the unit of instruction; cancellation and refund policies; and such other material facts concerning the college and the unit of instruction as are likely to affect the decision of the student to enroll.

8) Accreditation and Credentialing.

A) Appropriate steps have been taken to ensure that accreditation of the proposed new unit of instruction will be granted in a reasonable period of time.

B) The proposed new unit will provide the skills required to obtain individual credentialing (certification, licensure, registration) needed for entry into an occupation as specified in the objectives of the proposed new unit of instruction.

9) Program Needs and Priorities.

A) The unit of instruction must be educationally and economically justified based on

the educational priorities and needs of the citizens of Illinois and the college's district.

B) The unit of instruction meets a need that is not currently met by units of instruction which are offered by other institutions in the district.

b) Approval of New Administrative Units of Research or Public Service. An application for approval of each proposed new administrative unit of research or public service shall be submitted to the ICCB on forms provided by the ICCB. The criteria for approval of new administrative units of public service or research are:

1) The proposed new administrative unit shall be authorized by the board of trustees.

2) The objectives of the proposed new administrative unit are consistent with the mission of the college [see Section 1-2(e) of the Act].

3) The proposed new administrative unit shall meet a district's need to deliver a public service or research program which cannot be met through the district's current structure as indicated by an organizational chart.

4) The proposed new administrative unit shall administer at least one public service or research program.

5) The needs assessment demonstrates that the demand for the public service or research program to be administered by the proposed new unit shall be continuous for at least three years.

6) The district shall provide evidence that the resources for the facilities, equipment and materials, and staff necessary to provide a quality program or service shall be made available to the proposed new administrative unit.

c) Withdrawal. An approved unit of instruction, public service, or research may be withdrawn by the college when it decides to suspend operation of the unit. The withdrawal request shall be reported on forms supplied by the ICCB.

d) Reasonable and Moderate Extensions.

1) An approved unit of instruction, public service, or research may be modified by the college within the parameters listed in subsection (d)(2) through (4). The college shall notify the ICCB of such extensions on forms provided by the ICCB.

2) Reasonable and moderate extensions of previously approved units of instruction include:

A) The addition, modification, or withdrawal of courses within an approved unit of

instruction which does not alter the objectives of the unit of instruction.

B) A change in minimum credit hours for completion of an approved unit of instruction that does not affect the instructional level of the unit of instruction.

C) A change in title of an approved unit of instruction that does not indicate a different objective of the unit than that previously approved.

D) The creation of an option (major, concentration, or specialization) within an approved unit of instruction in which:

i) the option created is within the same general academic discipline or occupational field as the previously approved unit of instruction,

ii) the option created within a previously approved associate degree curriculum shares a common core of first-year courses with the previously approved unit of instruction, and

iii) the option created does not substitute more than 15 semester credit hours of other courses for courses previously approved as part of an associate degree curriculum or cluster of closely related curricula; e.g., from the same four-digit CIP code or substitute more than 9 semester credit hours of other courses for courses previously approved as part of a certificate curriculum (or closely related cluster) of 30 semester credit hours or more.

E) The creation of certificate curricula from previously approved associate degree curricula and certificate curricula, including closely related curricula; e.g., from the same four-digit CIP code, providing no more than 6 semester credit hours are substituted for certificates of up to 30 semester credit hours or no more than 9 semester credit hours are substituted in certificates of 30 semester credit hours or more.

3) Reasonable and moderate extensions of previously approved units of research or public service include units with an annual operating expenditure from whatever source of less than $250,000 or an annual operating expenditure from state appropriations of less than $50,000.

4) Reasonable and moderate extensions of previously approved units of administration include any administrative reorganization of a college.

e) Approval in a Multicollege District. Approval of new units of instruction, research, or public service in a multicollege district will be for a specific college. Transfer of a unit to, or duplication of a unit by, other colleges within the district constitutes a new unit requiring approval by the ICCB. However, up to 9 hours of a program approved at one college may

be offered by any other college in the district at the option of the Board.

f) When a college no longer offers an approved unit of instruction to additional new students, that unit of instruction shall be reported to the ICCB and shall be removed from the college catalog and other documents advertising the program offerings to the public.

1) An inactive unit of instruction shall be maintained on the ICCB Curriculum Inventory File with the date that it became inactive for a period of at least ten years. The effective date that a unit of instruction becomes inactive shall be determined by the college.

2) A unit of instruction that has been inactive for less than three years may be reactivated by the college once it has completed the following:

A) Obtained approval to reactivate the program from its chief executive administrator.

B) Obtained approval to reactivate the program from agencies that license, certify, or accredit the program, if appropriate.

C) Submitted a notification to the ICCB.

3) A unit of instruction that has been inactive for three to ten years may be reactivated by the Executive Director of the ICCB if the college has completed the following:

A) Obtained approval to reactivate the program from its chief executive administrator.

B) Obtained approval to reactivate the program from agencies that license, certify, or accredit the program, if appropriate.

C) Demonstrated through local surveys or state labor market data that the labor market demand and supply shows a need for graduates of the program.

D) Conducted a review of the program with representatives from business and industry including on-site visits and advice regarding current technologies and equipment.

E) Demonstrated, in accordance with subsections (a)(5) and (a)(6) of this Section and Section 1501.510, that the college has adequate facilities, equipment, and financial resources to offer a quality program.

F) Demonstrated, in accordance with Section 1501.303(f), that the college has available qualified faculty to provide the instruction for the program.

G) Submitted a request for the reactivation to the ICCB.

4) A unit of instruction that has been inactive for over ten years may be reactivated by following the new unit approval process described in subsection (a) of this Section.

g) Discontinuation of Programs. The ICCB may discontinue programs which fail to reflect the educational needs of the area being served as follows:

1) Programs that do not meet standards of need, quality, and cost effectiveness may be discontinued by the ICCB. This determination shall be made based on review and collective findings of information available to the ICCB through ICCB and IBHE program review, evaluation, and productivity processes; the ICCB Management Information System; and other sources of pertinent information on the following criteria:

A) Program need, including educational priorities of the district, accessibility, credit hours generated, enrollments, completions, and labor market supply and demand.

B) Program quality, including job placement or education continuation, program content, academic control, faculty qualifications, and accreditation and credentialing.

C) Program costs, including adequacy of financial support and unit costs.

2) The ICCB will utilize special state-level analyses to identify programs that appear to be of questionable need, cost, or quality based on state data. Programs identified through state-level analysis will be referred to the colleges to enable them to evaluate the programs in detail in their normal process and to obtain the results and comments from the local level.

3) The ICCB will notify college districts of programs being considered for discontinuation and shall grant the district 60 days to respond to concerns regarding the program in question prior to action by the Board. This information shall be taken into account in determining if a program should be discontinued by the ICCB.

4) Once a program is discontinued by the ICCB and the appeal process is concluded, the college must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled. Programs discontinued by the ICCB may be reestablished by obtaining approval as a new unit of instruction under subsection (a) of this Section.

**Section 1501.303 Program Requirements**

a) Comprehensive Program. The programs of each college shall be comprehensive and shall include: pre-baccalaureate, occupational, and general studies curricula, and public service programs.

b) Degrees and Certificates. A college shall award associate degrees and certificates in accordance with units of instruction approved by the ICCB. This authority is not extended to administrative units of the college.

c) Honorary Degrees. Honorary degrees awarded by a Board shall be limited to the associate degree.

d) Review and Evaluation of Programs.

1) Each college shall have a systematic, collegewide program review process for evaluating all of its instructional, student services, and academic support programs at least once within a five-year cycle.

2) The minimum review criteria for program review shall be program need, program cost, and program quality, as defined by each college.

3) Each college shall develop a schedule that shows when each program will be reviewed during each five-year cycle. Occupational programs shall be scheduled in the year following their inclusion in the ICCB follow-up study unless the college obtains an exception in writing from the ICCB. The review of general education objectives of the academic programs shall be scheduled annually, but may focus each year on areas specified by the Illinois Board of Higher Education and ICCB.

4) The ICCB may request the college to include special reviews of programs that have been identified as a result of state-level analyses, legislative resolutions, or Illinois Board of Higher Education policy studies by notifying the college of this request prior to January 1 of the year the special review is to be conducted.

5) Each college shall keep on file for ICCB recognition purposes a copy of its current program review process, its five-year schedule for program review, and complete reports of program reviews conducted during the past five years.

6) Each college shall submit to the ICCB by August 1 each year a summary report of its previous year's program review results in a format designated by the ICCB and a copy of its current five-year schedule of program reviews.

e) Academic Calendar. A college shall operate on an academic calendar which provides at least two academic terms consisting of at least 15 weeks (at least 75 days of instruction each), three academic terms consisting of at least 10 weeks (at least 50 days of instruction each) or a different combination of academic terms consisting of at least 30 weeks (at least 150 days of instruction).

1) The days of instruction prescribed in subsection (e) above shall include all days when there is a full schedule of classes and support services but will exclude holidays, Saturdays, Sundays, and days scheduled exclusively for registration, orientation, collegewide placement or assessment testing, faculty workshops, and final examinations.

2) Colleges may include terms during the summer or any other time during the year, in addition to the ones identified in subsection (e).

3) Courses/classes may be scheduled between academic terms, spanning academic terms, for a shorter time frame than the academic term, or for a longer time frame than the academic term, if the schedule provides sufficient duration and contact hours to meet the requirements in Sections 1501.309(b) and 1501.507(b)(10).

4) If an emergency such as a fire, flood, or strike makes it necessary for the college to shorten one of its academic terms, the college may request the ICCB Executive Director to approve a shorter term. In such cases, the length of the term may be shortened, but only to the extent that enables all courses to meet the contact hours specified in Section 1501.309(b).

5) If a college entered into a contract with its faculty regarding the length of the academic calendar in compliance with subsection (e) prior to the effective date of this revision, it may continue to operate under the provisions of that contract until that contract is renegotiated or expires.

f) Preparation of Professional Staff. Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in such areas in which the work experience and related training is the principal learning medium.

g) Library. Each college shall maintain a library or learning resource center with a collection of reference works and other learning resources to meet the specific needs of its curricula and students. This collection shall be kept up to date through a planned program of acquisition and deletion.

h) Supplies and Equipment. Classrooms, laboratories, and shops shall be provided with equipment and supplies which are adequate for effective teaching and learning.

i) General Education. Organized curricula leading to an associate degree shall include general education courses designed to contribute to the liberal education of each student.

j) Apprenticeships. A college which participates in apprenticeships coordinated by the Bureau of Apprenticeship Training, U.S. Department of Labor and/or other programs related to business, industrial, or trade groups or organizations shall meet applicable federal, state, and local governmental rules, regulations, and guidelines.

k) Examination of Patriotism, Principles of Representative Government, Proper Use and Display of the American Flag, and Method of Voting. The examination on American patriotism, principles of representative government, proper use and display of the American flag, and the Australian ballot voting system may be satisfied in one of the following ways:

1) The student may pass an appropriate examination at the college;

2) The student may complete, with a passing grade, a specified course that includes all subject matter identified above; or

3) The college may accept as evidence that the student has previously met the examination requirement a diploma earned from an Illinois high school or an Illinois high school equivalency certificate for the successful completion of the Test of General Education Development (GED). Such evidence authorizes the college to make an appropriate notation on the student's transcript.

**Section 1501.304 Statewide and Regional Planning**

a) Program planning is based on an assessment of program needs within districts, regions, and the state as a whole. Regions may comprise a community college district and one or more adjacent districts; e.g., some or all surrounding districts or the regional university/community college consortium.

b) Admission of Students to Regional Curricula. A college which offers approved regional curricula shall admit qualified students from throughout the Region on the same priority basis as in-district students.

c) Admission of Students to Statewide Curricula. A college which offers approved statewide curricula shall admit qualified students from throughout the state on the same priority basis as in-district students.

**Section 1501.305 College, Branch, Campus, and Extension Centers**

a) Approval of a New College. An application for approval for each proposed new college shall be submitted to ICCB on forms provided by ICCB. The criteria for approval of a new college are:

1) The proposed college shall be authorized by the Board of Trustees.

2) The proposed college shall meet educational needs that cannot be met within that area of the district as demonstrated by a needs assessment. The needs assessment shall include identification of all other educational institutions providing postsecondary education within a thirty-mile radius of the proposed college, identification of student demand for postsecondary education by program area within the service area of the proposed college, a statement on how the establishment of the proposed college will impact the enrollments on these postsecondary educational institutions within a thirty-mile radius of the proposed college, a statement on how the establishment of the proposed college will impact the current enrollments of the district's present college(s), and of student enrollments for the proposed college.

3) The proposed college shall provide a comprehensive program of instruction as specified in Section 101-2(e) of the Act.

4) The district shall certify that the resources for the facilities, equipment, instructional materials, library holdings, and faculty and staff necessary to provide quality instruction pursuant to Section 1501.302 shall be made available to the proposed college.

5) The needs assessment substantiates that the student enrollment for the proposed college shall be at least 1,000 full-time equivalent students (30,000 semester credit hours) per year by the second full year of operation.

6) The district shall have at least $150 million of assessed valuation for each of its colleges, including the proposed college.

7) The proposed college shall serve a population of at least 60,000 or a geographic area of at least three entire counties.

8) The plans to obtain regional accreditation for the proposed college have been developed.

b) Approval of a Branch or Campus. An application for approval of each proposed branch or campus shall be submitted to ICCB on forms provided by ICCB. The criteria for approval of a branch or campus are:

1) The proposed branch or campus shall be authorized by the board of trustees.

2) The proposed branch or campus shall meet educational needs that cannot be met in that area of the district as demonstrated by a needs assessment.

3) The college shall certify that resources for facilities, equipment, instructional materials, library holdings, and faculty and staff necessary to provide quality instruction pursuant to Section 1501.302 shall be made available to the proposed branch or campus.

4) The proposed branch or campus shall provide student and academic support services on site that are adequate pursuant to Section 1501.302 to support the curricula offered and the students in attendance at the branch or campus.

c) To qualify for a grant of up to $100,000 for the establishment of a college, campus, or branch once approval has been granted by the ICCB and the Illinois Board of Higher Education, all of the following conditions must be met:

1) The college, campus, or branch shall meet the conditions specified in Ill. Rev. Stat., 1991, ch. 122, par. 103-12.2.

2) The college district shall request the ICCB to include the grant in its budget request submitted to the IBHE and shall include a justification of the need and proposed use of the grant.

3) Funds for the college, campus, or branch shall have been appropriated.

d) Extension Centers. An extension center located within the community college district is a reasonable and moderate extension of a college and may be established at the discretion of the district's Board of Trustees. An extension center located outside the community college district requires ICCB approval under Section 1501.307.

**Section 1501.307 Cooperative Agreements and Contracts**

Cooperative agreements and contracts with other Illinois educational agencies and those out of state may be established for the purpose of providing more accessible instructional services to students and increasing efficiency in the use of educational resources, subject to the following conditions:

a) A new unit of instruction to be offered by a community college solely through a cooperative agreement or contract with another educational agency is subject to approval by the ICCB as indicated in Section 1501.302.

b) Agreements with Secondary Schools. If a community college enters into a cooperative agreement or contract with a secondary school to provide advanced or specialized secondary-level courses in either the academic or vocational field, the college shall charge the secondary school the per capita cost of offering such instruction, in which case the college shall not claim ICCB credit hour grants for these secondary school students, or the college shall charge the secondary school for secondary school student participation in accordance with a joint agreement between the college and the secondary school district under Section 10-22.20a of the School Code (Ill. Rev. Stat. 1991, ch. 122, par. 10-22.20a) [105 ILCS 5/10-22.20a]. When charges are made pursuant to a joint agreement, credit hour grants may be claimed in accordance with Section 1501.507.

c) In-District Cooperative Agreements for Instruction. A community college district may enter into in-district contractual arrangements to provide educational programs or services within its district for previously approved units of instruction upon approval by the ICCB. Copies of these contractual arrangements shall be kept on file at the district central administrative office. Criteria for the approval of in-district agreements for instruction shall be:

1) accessibility of instruction to students
2) labor market need
3) cost-effectiveness in providing instructional programs

d) Interdistrict Cooperative Agreements for Instruction. A community college district may enter into interdistrict contractual arrangements with another community college district to enable its students to attend the other district's program(s)/course(s) upon approval by the ICCB.

1) Criteria for the approval of interdistrict agreements for instruction shall be:

A) accessibility of instruction to students
B) labor market need
C) comprehensiveness of available programs for students
D) cost-effectiveness in providing instructional programs
E) impact on regional and statewide programs
F) impact on programs at neighboring community college districts

2) The curricula included in the cooperative agreement for instruction shall be listed in the catalog of the college that does not have the program but is making it available to its students through a contractual arrangement with another college. A copy of the listing shall be kept on file at the district central administrative office.

e) Out-of-District Cooperative Agreements for Instruction. A community college district may enter into contractual arrangements with other public or nonpublic institutions of higher education for the delivery of units of instruction upon approval by ICCB. Criteria for approval of out-of-district agreements for instruction shall be:

1) accessibility of instruction to students
2) labor market need
3) comprehensiveness of available programs for students
4) cost-effectiveness in providing instructional programs
5) impact on regional and statewide programs
6) impact on programs at neighboring community college districts

f) Changes, revisions, or additions to cooperative agreements previously approved by the ICCB are reasonable and moderate extensions and must be reported to the ICCB prior to implementation.

g) Extension of Curricula/Credit Courses into Another Community College District.

1) A community college may extend previously approved credit courses into another community college district with approval of the other community college district.

2) A community college may extend previously approved curricula into another community college district upon approval of the ICCB. Criteria for approval shall be:

A) a request from the community college district in which the proposed extension is to be offered
B) labor market need
C) cost-effectiveness in providing instructional programs
D) adequacy of facilities and support services
E) impact on regional and statewide programs
F) impact on programs at neighboring community college districts

3) If a district in which military installations, correctional institutions, or other state or federal institutions are located elects not to provide previously approved units of instruction to these institutions, any other college may apply to the ICCB to do so. If more than one college applies, the ICCB will select a college using the following criteria:

A) The proximity of the college to the institution.
B) The availability at the college of the instructional units needed by the institution.

C) The cost of providing the instructional units for the institution.

D) The college's past experience in offering similar units of instruction.

h) Extension of Curricula/Credit Courses Out of State. Curricula and credit courses offered at out-of-state locations (except for field trips and travel that are in conjunction with a course offered within the district) must have prior annual approval by the ICCB. A community college shall be granted approval to offer previously approved curricula and credit courses out of state provided that it meets the following criteria:

1) A request for approval including information about the curricula and courses, location of the proposed extension, projected enrollments, and projected funding is submitted on forms provided by the ICCB.

2) The college shall identify how the extension will be used by students to complete degree or certificate programs.

3) If the extension is offered for out-of-state students, the college shall submit a copy of a written request from the group desiring the service and assurance that no state or local tax monies will be used to provide such extensions.

4) The college shall submit annual reports of its out-of-state extensions for the past fiscal year, on forms provided by the ICCB, by July 15 of each year.

5) The college shall request approval of its out-of-state extensions, on forms provided by the ICCB, prior to May 15 for the fiscal year beginning on the next July 1.

6) Deletion, modification, or addition of courses and curricula offered at out-of-state extensions previously approved by the ICCB are reasonable and moderate extensions and must be reported to the ICCB.

**Section 1501.308 Reporting Requirements**

Each college shall submit the following specified items in a format prescribed by the ICCB and according to the schedules indicated: Annual salary data and basic characteristics, including but not limited to sex, date of birth, ethnic classification, highest degree earned, tenure status, and employment or teaching areas, of the faculty and staff employed by the college as of October 1 shall be submitted on or before October 15 of each year.

**Section 1501.309 Course Classification and Applicability**

a) Course Classification. Information on courses for which credit is to be awarded shall be submitted to ICCB on forms provided by ICCB in order for the courses to be classified into appropriate instructional and funding categories and added to the college's Management Information System (MIS) Course Master File.

b) Course Credit Hour Determination.

1) Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.

2) Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.

3) Courses in which students participate in laboratory/ clinical-laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

4) Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester or equivalent and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

c) Course Syllabus. A syllabus shall be developed and maintained for each credit course and shall be available to the public and students upon request. A syllabus contains the description of the course, specific objectives of the course, a topical outline, and the method for evaluating student performance.

d) Course Applicability. All credit courses must be part of an approved unit of instruction (pursuant to Section 1501.302), and the approved unit of instruction for each course shall be indicated on the college's ICCB MIS Course Master File.

(1) Lower-Division Baccalaureate Courses. Courses designed to meet lower-division baccalaureate degree requirements shall be applicable to associate transfer degrees. For each baccalaureate course offered, the college shall either obtain approval for the course to be listed as a statewide articulated transfer course by a general education or baccalaureate major panel of the Illinois Articulation Initiative or maintain current written

articulation agreements or transfer equivalency documents with:

A) at least three (3) Illinois public universities, or

B) at least three baccalaureate degree-granting institutions to which a majority (51%) of the college's students transfer, or

C) one or more baccalaureate degree-granting institutions to which a majority (51%) of the college's students, majoring in the field for which the course is required, transfer.

2) Remedial Course Credit. No remedial course credit shall be applicable to associate degrees designed for transfer to institutions granting baccalaureate degrees.

3) Adult Basic Education Course Credit. No adult basic education course credit is applicable to degrees or to certificates, except the Adult Basic Education Certificate.

4) Adult Secondary Education Course Credit. No adult secondary or college preparatory education course credit is applicable to degrees or certificates, except the Adult Secondary Education Certificate.

5) General Studies Course Credit. General studies course credit is applicable only to the PersonalDevelopment; Homemaking; Improving Family Circumstances; Intellectual and Cultural Studies; Community and Civic Development; and Health, Safety and Environment Certificates.

e) Special Upper-Division Courses.

1) A college may offer any course that is offered by a university, regardless of numbering system, if the university normally permits its own students to take the course as lower-division students. Such courses will be eligible for ICCB grants, if they meet all other criteria.

2) If at least three public universities in Illinois agree, or if a public university which is the principal recipient of transfers from the community college agrees, certain special courses taught at the upper-division level may be offered by a college and be eligible for ICCB grants, provided they meet all other criteria.

f) Independent Study. Independent Study course credit shall not exceed 25 percent of the credit hour requirements for a student to earn an associate degree. The topic of an independent study course shall be listed on the student's permanent academic record.

g) Internships. An internship experience for credit that is designed to provide the student an opportunity to put into practice the theories and techniques learned in the

classroom/laboratory shall be applicable to an associate degree or certificate, provided at least 12 semester credit hours or equivalent in the corresponding curriculum are completed by the student prior to, or are taken by the student concurrently with, such experience.

h) Courses Approved as Repeatable.

1) Courses in which the content varies from term to term or from student to student (e.g., independent study, special topics, and internship courses) or in which a student is expected to gain increased depth of knowledge and skill through repetition (e.g., music, speech, theatre, and journalism performance or production courses) shall, at the request of the college, be approved for repeatability under the following conditions:

A) The number of times the course may be taken for credit does not exceed four semesters (or six quarters);

B) The method of determining the amount of credit to be awarded for each section of the course, for each term, or for each student is specified in the college's catalog, on the course syllabus, and on the course classification form, and the subject matter and number of credits for which the student enrolled is specified on the student's permanent academic record;

C) The college's catalog, the course syllabus, and the course classification form requesting approval of repeatability by the ICCB indicate the number of such credits that will apply to degree or certificate completion for a single course or a combination of related courses; and

D) The total number of credit hours for a single course or for a combination of related courses that are applicable to degree or certificate completion does not exceed the maximums established in subsection (e) governing independent study, subsection (b) governing credit hour determination, or Section 1501.507(b)(10) governing the maximum rate of credit hour production.

2) A vocational skill course that persons employed in an occupation or vocation must retake periodically by law in order to maintain employment shall, at the request of the college, be approved for repeatability under the following conditions:

A) The content of the course is determined by law and does not change from one year to the next, and

B) A copy of the law (or regulation administering it) and a course syllabus accompanies the course classification form requesting repeatability.

3) An adult basic, or adult secondary, or a remedial education course that is organized into discrete modules and offered for variable credit shall, at the request of the college, be approved for repeatability under the following conditions:

A) No discrete module is repeated more than three times,

B) The title of each module completed and the grade received is permanently recorded on the student's academic record, and

C) The content and number of credit hours for each discrete module is shown on the course syllabus and on the course classification form requesting approval of repeatability by the ICCB.

4) An adult basic, adult secondary, or a remedial education course that is not organized into discrete modules shall, at the request of the college, be approved for repeatability under the following conditions:

A) The number of times the course may be taken for credit does not exceed four times, i.e., repeatable three times.

B) The variety of skill levels included in the course and the methods used to accommodate individual differences based on an assessment of student skills is specified in the course syllabus.

C) The course title and the grade received is permanently recorded on the student's academic record each time that the course is taken.

## SUBPART D: STUDENTS

**Section 1501.401 Definition of Terms**

Gifted Student. A "gifted student" is a student who is judged to possess exceptionally high academic ability by both the secondary school in which the student is enrolled and the college district.

**Section 1501.402 Admission of Students**

a) Students Whose Connection With a Secondary School is Severed. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board. Courses taken by such students are eligible for ICCB grants.

b) Students Currently Enrolled in a Secondary School Program. Students currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school must be received.

c) Admission of Students in Programs for Special Groups. Students shall be admitted to instructional programs supported by state funds for which they are otherwise qualified without regard to race, religion, sex, ethnic origin, or membership in any profession, group, organization, or association.

1) Designating Specific Sections. Course enrollments shall be open to those individuals identified in this subsection (c). However, the nature of the instructional unit may make it desirable to offer specific sections for students with certain common backgrounds, experiences, and future aspirations.

2) Organizations' Standards Not Applicable. While it is recognized that certain organizations, groups, fraternities, and associations have standards which must be met to become employed in a particular field, such standards shall not be applicable to the continuing participation of students in college courses receiving ICCB grants.

**Section 1501.403 Student Services**

Student services including, but not limited to, advising and counseling, financial aid, and placement, shall be provided by the college in a manner convenient to students as defined below.

a) Advising and Counseling. The college shall have a comprehensive and organized program of academic advising and career counseling.

b) Financial Aid. The college shall provide a financial aid program, which provides students with information about and access to available financial support.

c) Placement. The college shall provide job placement services for students.

**Section 1501.404 Academic Records**

The college shall maintain permanent academic records for each student and protect them against loss, damage, or unauthorized alteration.

**Section 1501.405 Student Evaluation**

A system of evaluating and recording student performance in courses shall be in effect as per district policies and shall be available for review.

**Section 1501.406 Reporting Requirements**

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated.

a) Basic characteristics, including sex, date of birth, ethnic classification, and instructional area of enrollment, of each student enrolled in all courses offered for credit during each term within the following schedule:

1) Students enrolled as of the end of regular registration during the fall term shall be reported on or before October 1 of that year.

2) Students enrolled and/or completing a certificate or degree program during the fiscal year shall be reported on or before August 1.

b) Student headcount and full-time equivalent enrollments as of the end of regular registration for fall and spring/winter term within the following schedule:

1) Fall Term: On or before October 1

2) Winter Quarter: On or before February 15

3) Spring Semester: On or before February 15

c) Colleges shall conduct a follow-up study of all students who completed specified occupational/career curricula during the previous fiscal year and shall report the results of this study on or before May 30 of that year in a format prescribed by the ICCB. Curricula to be included in the study will be specified in the ICCB Occupational Follow-up Study Manual.

d) An annual report on underrepresented groups submitted on or before September 1.

e) An annual report on noncredit course enrollment activities submitted on or before July 1.

## SUBPART E: FINANCE

### Section 1501.501 Definition of Terms

Advanced Technology Equipment Grant. The advanced technology equipment grant provides state funds to Illinois public community colleges for the procurement of equipment necessary to upgrade curricula impacted by technological changes. (See Section 2-16 of the Act.)

Annual Financial Statement. The "annual financial statement," which is required to be published by a district, consists of two parts:

an annual financial report, which includes a statement of revenues and expenditures along with other basic financial data; and

an annual program report, which provides a narrative description of programs offered, goals of the district, and student and staff data.

Attendance at Midterm. A student is "in attendance at midterm" in a course if the student is currently enrolled in and actively pursuing completion of the course.

Auditor. An auditor is a person who enrolls in a class without intent to obtain academic credit and whose status as an auditor is declared by the student, approved by college officials, and identified on college records prior to the end-of-registration date of the college for that particular term.

Business Assistance Centers and Workforce Preparation Offices. Business assistance centers and workforce preparation offices are entities at community colleges that conduct, coordinate, and assist with workforce preparation activities.

Capital Renewal Grants. Capital renewal grants are state grants allocated proportionally to each community college district based on the latest fall on-campus nonresidential gross square feet of facilities as certified by the ICCB. Such grants are to be utilized for miscellaneous capital improvements such as rehabilitation, remodeling, improvement, and repair; architect/engineer services; supplies, fixed equipment, and materials; and all other expenses required to complete the work.

Deferred Maintenance Grants. Deferred maintenance grants are state grants allocated to each community college district based on total nonresidential gross square feet of facilities completed or under construction. Such grants are to be utilized for miscellaneous noncapital deferred maintenance improvements such as minor rehabilitation, remodeling, improvement, and repair; supplies, equipment, and materials; and all other expenses required to complete the work.

Lincoln's Challenge Scholarship Grants. The Lincoln's Challenge Program is administered by the Illinois Department of Military Affairs. Upon successful completion of that program, students qualify for a scholarship to a community college. The Lincoln's Challenge Scholarship Grant is a special appropriation received by the ICCB from the Governor and the General Assembly. These scholarships provide an opportunity for graduates of Lincoln's Challenge to transition easily into higher education by attending one of the 49 public community colleges in the state. The scholarship grants can be used to cover the cost of education that includes tuition, books, fees and required educational supplies.

Residency - Applicability-Verification of Status. As part of verification that its credit hours are eligible to receive ICCB grants, each community college district shall adopt a process for verifying the residency status of its students and shall file a description of this process with the ICCB by July 1, 1990. The process shall include the methods for verifying residency as defined in the general provisions, special state provisions, and district provisions of this Section. Each district shall file descriptions of any revisions to its process with the ICCB prior to their implementation.

Residency - General Provisions. The following provisions apply both to state and district residency definitions.

To be classified as a resident of the State of Illinois or of the community college district, each student shall have occupied a dwelling within the state or district for at least 30 days immediately prior to the date established by the district for classes to begin.

The district shall maintain documentation verifying state or district residency of students.

Students occupying a dwelling in the state or district who fail to meet the 30-day residency requirement may not become residents simply by attending classes at a community college for 30 days or more.

Students who move from outside the state or district and who obtain residence in the state or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

Residency - District Provisions. Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

federal job corps workers stationed in the district;

inmates of state or federal correctional rehabilitation institutions located in the district;

full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; and

students attending under the provisions of a chargeback or contractual agreement with another community college.

Residency - Special State Provisions. Students shall be classified as residents of the state without meeting the general 30-day residency provision if they are:

federal job corps workers stationed in Illinois;

members of the armed services stationed in Illinois;

inmates of state correctional/rehabilitation institutions located in Illinois; or

employed full time in Illinois.

Special Initiatives Grants. Special initiatives grants provide funds for conducting special initiatives activities.

Special Initiatives Activities. Special initiatives activities are based upon criteria as specified in the special initiatives contract which is executed each year with each district. As special initiatives change, the scope of activities specified in the contracts will also change.

Special Populations Grant. A "special populations grant" provides funding for:

Special or extra services to assist special populations students to initiate, continue, or resume their education, including tutoring, educational and career counseling, referrals to external agencies, and testing/evaluation to determine courses or services needed by a special populations student.

Courses (not funded through credit hour grants) to provide the academic skills necessary to remedy or correct educational deficiencies to allow the attainment of educational goals, including remedial, adult basic education, adult secondary education, and English as a Second Language courses.

Special Populations Student. A "special populations student" is a student with a social, physical, developmental, or academic disability that makes it difficult for such a student to adapt to a college environment designed for the nonspecial populations student. This may include students from minority racial/ethnic groups. Colleges shall designate which of their students are special populations as determined by teacher and counselor evaluations and various standardized tests selected by the colleges.

Technology Enhancement Grants. Technology enhancement grants provide state funds for technology infrastructure improvements. Grants shall be distributed to community colleges based upon midterm semester or equivalent credit hours.

Workforce Preparation Activities. Workforce preparation activities create or retain jobs and increase employment opportunities.

Workforce Preparation Grants. Workforce preparation grants provide funds for conducting workforce preparation activities.

**Section 1501.502 Financial Planning**

Financialplanning for current and future operation shall provide for both a sound educationalprogram and prudent use of public funds.

**Section 1501.503 Audits**

a) External Audits.

1) Three (3) copies of the annual external audit shall be submitted to the ICCB on or before October 15, following the close of the fiscal year. If the audit cannot be completed by this date, the district may submit a request for extension of time to the Executive Director before October 1, following the close of the fiscal year. This request shall be accompanied by an explanation of the circumstances which cause the report to be delayed along with an estimated date for submission.

2) Each audit report shall contain financial statements composed of the funds established in Section 1501.511, a comment on internal control, a comment on basis of accounting, uniform financial statements prepared using the modified accrual basis of accounting, a certificate of chargeback verification and a state grant compliance section which shall include a schedule of enrollment data, a verification of enrollment data, a schedule of the district equalized assessed valuation and the statutory calendar year allocation of Corporate Personal Property Replacement Taxes for debt retirement, schedules for the restricted grants distributed by the ICCB and received by the district in the manner and format established by the ICCB, and a schedule of federal financial assistance and related reports as prescribed by the federal Office of Management and Budget.

A) The special populations grant schedules shall verify that special populations grant funds received by the district were expended in accordance with Section 1501.508(c) and shall include an "Auditor's Report on Compliance with State Requirements," along with a statement of revenues and expenditures and a balance sheet. Multicampus districts shall submit a single report for the district which includes separate statements for each college as such relate to Section 1501.508(e).

B) The workforce preparation grant schedules shall verify that the workforce preparation grant funds received by the district were expended in accordance with Section 1501.509 and shall include an "Auditor's Report on Compliance with State Requirements," along with a statement of revenues and expenditures and a balance sheet.

C) The advanced technology equipment grant schedules shall verify that the advanced technology equipment grant funds were expended in accordance with Section 1501.515 and shall include an "Auditor's Report on Compliance with State Requirements," along with a statement of revenues and expenditures and a balance sheet.

D) The retirees health insurance grant schedules shall verify that the retirees health insurance grant funds were expended in accordance with Section 1501.517,

and shall include an "Auditor's Report on Compliance with State Requirements," along with a statement of revenues and expenditures and a balance sheet.

b) Confirmation of ICCB Grants and District Credit Hours. For the purposes of confirming district records, each district shall request that its external auditor request from the ICCB a report of grants received and reimbursable student credit hours generated by the district during the fiscal year. Each district shall notify its independent external auditing firm of this requirement and will instruct that firm to make the request using the format prescribed by the Board.

c) After receipt of the external audit, the district shall reconcile its audited expenditures to previously submitted unit cost data. The reconciliation shall be submitted on forms provided by the ICCB.

**Section 1501.504 Budgets**

One (1) copy of the official district budget shall be filed with the ICCB by October 15 of each year in the format prescribed by the ICCB. Copies of amended budgets shall also be filed with the ICCB within thirty (30) days after their adoption. Colleges may develop a budget format for internal use which reflects their own individual organizational structures.

**Section 1501.505 Student Tuition**

Each community college district will establish its own student tuition rates for in-district residents, in-state out-of-district residents, out-of-state residents, and out-of-country residents in accordance with the state policies prescribed in the Illinois Community College Act (110 ILCS 805/6-4) and in this Section.

a) In-District Tuition. The local community college board of trustees may set the tuition rates for in-district residents within the following policies:

1. The local community college board of trustees may set tuition rates for its in-district residents including variable rates for each of its programs, terms, time of enrollment, courses, delivery method, or other identifiable grouping of courses as long as the weighted average of the tuition for all credit courses including adult education is no more than 1/3 the college district's per capita cost. The method of calculating the per capita cost will be as prescribed in Section 6-2 of the Illinois Community College Act.

2. A public community shall permit senior citizens (as defined in 110 ILCS 990/1 (c) as persons 65 years or older whose annual household income is less than the threshold amount provided in Section 4 of the "Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistant Act") to enroll without the payment of tuition in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that available classroom space exists and tuition paying students enrolled constitute the minimum number required for the course.

b) Out-of-District Tuition. The local community college board of trustees may set the tuition rates for out-of-district residents living within Illinois within the following policies:

1) The college will use the calculation for out-of-district tuition for chargeback purposes as prescribed in Section 6-2 of the Illinois Community College Act. The depreciation rate used in the out-of-district tuition calculation for capital expenditures for equipment and temporary buildings shall be 12.5 percent each year for eight years and for permanent facilities 2 percent each year for 50 years.

2) The college may use the variable tuition provision in Section 6-4 of the Illinois Community College Act to set market-driven out-of-district tuition rates for courses offered via Internet, correspondence, and other distance learning modes.

3) The college may set the out-of-district tuition rates for adult basic education, adult secondary adult education, and English as a second language courses for students who do not meet eligibility requirements in 105 ILCS 5/10-22.20 of the Illinois School Code.

4) The college may charge in-district tuition to a student who is an out-of-district resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services

between the employing entity and the college.

5) The college board of trustees may at its option charge in-district tuition to out-of-district residents who are attending an educational institution located within the college district.

6) The college may enter into cooperative agreements for instruction with its neighboring districts for any or all of their programs to provide increased access to education for their students and may charge in-district tuition rates for students from any district within the cooperative agreement.

7) The college may set the out-of-district tuition rate for all other credit instruction offered by the college at a minimum of 1.5 times the highest in-district tuition rate of any of its neighboring contiguous Illinois community college districts.

c) Out-of-State Tuition. The local community college board of trustees may set the tuition rates for out-of-state residents within the following policies:

1) The college may use the variable tuition provision specified in Section 6-4 of the Illinois Community College Act to set market-driven out-of-state tuition rates for courses offered via Internet, correspondence, and other distance learning modes.

2) The college may set the out-of-state tuition rates for adult basic education, adult secondary education, and English as a second language courses for students who do not meet eligibility requirements in 105 ILCS 5/10-22.20 of the Illinois School Code.

3) The college may charge in-district tuition to a student who is an out-of-state resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college.

4. The community college board of trustees may at its option charge in-district tuition to students who are out-of-state residents but who are attending educational institutions within the college district.

5) The college may set out-of-state tuition rates within interstate agreements for instruction with out-of-state institutions in accordance with the agreement, subject to approval by the ICCB.

6) The college may set out-of-state tuition rates for all other credit instruction offered by the college at a minimum of 1.67 times its in-district tuition rate.

d) Out-of-Country Tuition. The local community college board of trustees may set the tuition rates for out-of-country residents using the same policies as for out-of-state residents described in subsection (c) of this Section.

**Section 1501.506 Published Financial Statements**

The Annual Financial Statement shall be published in at least one (1) newspaper having general circulation within the district. If no such newspaper exists, then publications shall be made in two (2) or more newspapers which together cover the district. This statement shall be published no later than November 15, following the close of the fiscal year. One (1) copy shall be filed with the ICCB on or before December 1, following the close of the fiscal year.

**Section 1501.507 Credit Hour Grants**

a) Claims. Claims for credit hours shall be submitted within 30 days after the end of each term on forms provided by the ICCB.

b) Course Requirements. Courses which produce credit hours eligible for ICCB grants shall satisfy the following requirements:

1) Courses shall be offered for the number of credit hours for which they are approved by the ICCB.

2) Courses which have variable credit hours shall be claimed in specified increments only up to the maximum credit value approved for the course.

3) Course data shall be posted to the permanent academic record of each student claimed.

4) Courses shall be a part of units of instruction which have been approved by the ICCB, or the courses must be authorized extensions of existing units of instruction.

5) Courses shall have specific written objectives.

6) A course outline shall be available for review by any student or citizen.

7) Courses shall have a method of evaluating student performance which follows the adopted college grading system.

8) Courses shall follow the adopted college policies on student tuition.

9) The following categories of physical education courses shall be the only ones to produce eligible credit hours:

A) Elective physical education courses;

B) Required courses for majors and minors in physical education, recreational leadership, and related programs;

C) Physical education courses in teacher education programs as required by the State Teachers Certification Board.

10) Courses shall produce a maximum rate of one semester credit hour or equivalent per week. Requests for exceptions to this requirement may be submitted to the ICCB. The criteria utilized by the ICCB for exceptions shall include:

A) documentation of need for an intensified or accelerated schedule;

B) student population identified with testing and/or screening to indicate special needs and/or competencies;

C) how courses are instructed, including schedule of classes, study time allotted for students, method of instruction and how students are evaluated;

D) time period of instructional activity and projected termination date; and

E) procedures to evaluate the accelerated instructional activity.

l) Courses offered by the college for high school students during the regular school day at the secondary school shall be college-level and shall meet the following requirements:

A) State Laws and Regulations and Accreditation Standards. All state laws, ICCB regulations, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with these courses.

B) Instructors. The instructors for these courses shall be selected, employed and evaluated by the community college. They shall be selected from full-time faculty and/or from adjunct faculty with appropriate credentials and demonstrated teaching competencies at the college level.

C) Qualification of Students. Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation and adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all college criteria and follow all college procedures for enrolling in courses.

D) Placement Testing and Prerequisites. Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to assure that they have the same qualifications and preparation as other college students.

**Section 1501.506 Published Financial Statements**

The Annual Financial Statement shall be published in at least one (1) newspaper having general circulation within the district. If no such newspaper exists, then publications shall be made in two (2) or more newspapers which together cover the district. This statement shall be published no later than November 15, following the close of the fiscal year. One (1) copy shall be filed with the ICCB on or before December 1, following the close of the fiscal year.

**Section 1501.507 Credit Hour Grants**

a) Claims. Claims for credit hours shall be submitted within 30 days after the end of each term on forms provided by the ICCB.

b) Course Requirements. Courses which produce credit hours eligible for ICCB grants shall satisfy the following requirements:

1) Courses shall be offered for the number of credit hours for which they are approved by the ICCB.

2) Courses which have variable credit hours shall be claimed in specified increments only up to the maximum credit value approved for the course.

3) Course data shall be posted to the permanent academic record of each student claimed.

4) Courses shall be a part of units of instruction which have been approved by the ICCB, or the courses must be authorized extensions of existing units of instruction.

5) Courses shall have specific written objectives.

6) A course outline shall be available for review by any student or citizen.

7) Courses shall have a method of evaluating student performance which follows the adopted college grading system.

8) Courses shall follow the adopted college policies on student tuition.

9) The following categories of physical education courses shall be the only ones to produce eligible credit hours:

A) Elective physical education courses;

B) Required courses for majors and minors in physical education, recreational leadership, and related programs;

C) Physical education courses in teacher education programs as required by the State Teachers Certification Board.

10) Courses shall produce a maximum rate of one semester credit hour or equivalent per week. Requests for exceptions to this requirement may be submitted to the ICCB. The criteria utilized by the ICCB for exceptions shall include:

A) documentation of need for an intensified or accelerated schedule;

B) student population identified with testing and/or screening to indicate special needs and/or competencies;

C) how courses are instructed, including schedule of classes, study time allotted for students, method of instruction and how students are evaluated;

D) time period of instructional activity and projected termination date; and

E) procedures to evaluate the accelerated instructional activity.

11) Courses offered by the college for high school students during the regular school day at the secondary school shall be college-level and shall meet the following requirements:

A) State Laws and Regulations and Accreditation Standards. All state laws, ICCB regulations, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with these courses.

B) Instructors. The instructors for these courses shall be selected, employed and evaluated by the community college. They shall be selected from full-time faculty and/or from adjunct faculty with appropriate credentials and demonstrated teaching competencies at the college level.

C) Qualification of Students. Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation and adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all college criteria and follow all college procedures for enrolling in courses.

D) Placement Testing and Prerequisites. Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to assure that they have the same qualifications and preparation as other college students.

E) Course Offerings. Courses shall be selected from transfer courses that have been articulated with senior institutions in Illinois or from the first-year courses in ICCB approved associate in applied science degree programs.

F) Course Requirements. The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.

G) Concurrent Credit. The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

c) Student Requirements. The following requirements shall apply to students who generate credit hours eligible for ICCB grants:

1) Students shall be certified by their instructors as being in attendance at midterm by including a certification statement on the midterm class roster, signed and dated by the instructor.

2) Students who complete a course with a passing grade by the end of the term and who were not certified as being in attendance at midterm by the instructor shall be considered as having been in attendance at midterm.

3) Students enrolled in variable entry/variable exit classes or short-term classes of less than eight weeks may be certified by their instructors as having been in attendance at midterm by including a certification statement on the final class roster, signed and dated by the instructor.

4) Students shall be residents of the State of Illinois.

5) Auditors or visitors in a course shall not produce eligible credit hours.

6) Students who repeat enrollment in a course shall produce credit hours eligible for ICCB grants when one of the following conditions is met:

A) If the student completed the course the first time of enrollment with less than a grade of C (or equivalent) and if the student was claimed for credit hour grant funding, the student may enroll and be claimed in the course one additional time, or

B) If the student enrolled in the course previously and withdrew before completing the course, and if the student was claimed for credit hour grant funding, the student may enroll and be claimed in the course one additional time, or

C) If a student completed the course previously and was claimed for credit hour grant funding, the student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program, or

D) If the last time the student completed the course was at least four years previously, the student may be claimed for credit hour grant funding if the student repeats the course to upgrade his/her skills in that area, or

E) If a course has been approved by the ICCB to be repeated, the student may repeat the course and be claimed as often as approved by the ICCB.

d) Exceptions. The following credits will not be eligible for ICCB credit hour grants:

1) Credit by examination;
2) Military service credit for physical education;
3) Transfer of credit earned at other institutions or in the armed forces;
4) Proficiency examinations;
5) Advanced placement credits;
6) Other methods of program acceleration which do not include instruction.

**Section 1501.508 Special Populations Grants**

a) Special populations grant funds shall be allocated annually to each Illinois public community college district in accordance with Section 2-16.02 of the Act.

b) Special populations grant funds shall be accounted for in a restricted purposes fund.

c) The following are allowable expenditures for special populations grant funds:

1) Personnel. Salaries and benefits for courses and services provided only to special populations students.

A) Tutors, both student and professional.

B) Counselors and paraprofessional counselors who spend a minimum of fifty (50) percent of their time working with special populations students.

C) Adult basic/secondary and remedial education instructors, not to exceed thirty (30) percent of the total special populations grant per district.

D) Direct support service personnel for assistance to students with disabilities; e.g., readers, notetakers, and drivers.

E) Professional and paraprofessional staff who provide outreach services and special retention programs designed for special populations students and who administer testing and assessment of special populations students.

2) Testing and Assessment. Includes materials, fees, and cost of test administration for testing and assessment of special populations students and testing of entering students to identify special populations students.

3) Instructional and Informational Materials. Books, computer software, informational brochures, pamphlets, and publications provided to special populations students or to promote special populations programs.

4) Instructional Equipment. Lease or purchase of, e.g., tape recorders, small computers, readers, and other assistive technology provided to special populations students.

5) Travel related only to special populations student needs and activities for both college personnel and students.

A) Special populations student activities such as field trips and student transportation.

B) Conference expenses related directly to special populations grant activities.

6) Staff development expenditures for special populations grant personnel and outside consultants.

7) The following special populations grant administrative expenditures related only to special populations grants. The total administrative expenditures may not exceed thirty (30) percent of the total special populations grant per district.

A) Administrative salaries.
B) Office staff salaries.
C) Office equipment.
D) Consumable supplies.
E) Utilities.
F) Rental of facilities.

d) Reports of services supported by the special populations grant shall be filed with the ICCB by September 1 of each year on forms provided by the ICCB.

e) An initial grant in the amount designated in Section 2-16.02 of the Act shall be allocated for expenditure by each community college within a multicampus district. Remaining funds within a multicollege district may be allocated according to district policies.

f) Special populations grant funds shall be expended or obligated prior to June 30 each year. Goods for which the funds have been obligated shall be received and paid for prior to September 30 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling $100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than $100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

g) Special populations grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

B) If the student enrolled in the course previously and withdrew before completing the course, and if the student was claimed for credit hour grant funding, the student may enroll and be claimed in the course one additional time, or

C) If a student completed the course previously and was claimed for credit hour grant funding, the student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program, or

D) If the last time the student completed the course was at least four years previously, the student may be claimed for credit hour grant funding if the student repeats the course to upgrade his/her skills in that area, or

E) If a course has been approved by the ICCB to be repeated, the student may repeat the course and be claimed as often as approved by the ICCB.

d) Exceptions. The following credits will not be eligible for ICCB credit hour grants:

1) Credit by examination;
2) Military service credit for physical education;
3) Transfer of credit earned at other institutions or in the armed forces;
4) Proficiency examinations;
5) Advanced placement credits;
6) Other methods of program acceleration which do not include instruction.

**Section 1501.508 Special Populations Grants**

a) Special populations grant funds shall be allocated annually to each Illinois public community college district in accordance with Section 2-16.02 of the Act.

b) Special populations grant funds shall be accounted for in a restricted purposes fund.

c) The following are allowable expenditures for special populations grant funds:

1) Personnel. Salaries and benefits for courses and services provided only to special populations students.

A) Tutors, both student and professional.

B) Counselors and paraprofessional counselors who spend a minimum of fifty (50) percent of their time working with special populations students.

C) Adult basic/secondary and remedial education instructors, not to exceed thirty (30) percent of the total special populations grant per district.

D) Direct support service personnel for assistance to students with disabilities; e.g., readers, notetakers, and drivers.

E) Professional and paraprofessional staff who provide outreach services and special retention programs designed for special populations students and who administer testing and assessment of special populations students.

2) Testing and Assessment. Includes materials, fees, and cost of test administration for testing and assessment of special populations students and testing of entering students to identify special populations students.

3) Instructional and Informational Materials. Books, computer software, informational brochures, pamphlets, and publications provided to special populations students or to promote special populations programs.

4) Instructional Equipment. Lease or purchase of, e.g., tape recorders, small computers, readers, and other assistive technology provided to special populations students.

5) Travel related only to special populations student needs and activities for both college personnel and students.

A) Special populations student activities such as field trips and student transportation.

B) Conference expenses related directly to special populations grant activities.

6) Staff development expenditures for special populations grant personnel and outside consultants.

7) The following special populations grant administrative expenditures related only to special populations grants. The total administrative expenditures may not exceed thirty (30) percent of the total special populations grant per district.

A) Administrative salaries.
B) Office staff salaries.
C) Office equipment.
D) Consumable supplies.
E) Utilities.
F) Rental of facilities.

d) Reports of services supported by the special populations grant shall be filed with the ICCB by September 1 of each year on forms provided by the ICCB.

e) An initial grant in the amount designated in Section 2-16.02 of the Act shall be allocated for expenditure by each community college within a multicampus district. Remaining funds within a multicollege district may be allocated according to district policies.

f) Special populations grant funds shall be expended or obligated prior to June 30 each year. Goods for which the funds have been obligated shall be received and paid for prior to September 30 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling $100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than $100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

g) Special populations grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

**Section 1501.509 Workforce Preparation Grants**

a) A minimum of $30,000 of each district's workforce preparation grant shall be used to operate a business assistance center or economic development or workforce preparation office; that is, expenditures specified in subsections (d)(1), (d)(5), (d)(6), (d)(7), (d)(8), and (d)(9) below.

b) No more than twenty-five (25) percent of each district's workforce preparation grant may be used for expenditures for equipment as specified in subsections (d)(4) and (d)(9)(A) below.

c) Workforce preparation grant activities include the following:

1) Conducting customized training programs for new or existing business and industry through the following activities:

A) Developing and offering customized industrial or commercially sponsored courses.

B) Establishing apprenticeship or internship programs with area business and industry.

2) Providing the following employment training services training for unemployed or underemployed adults to improve their job skills and assist them in seeking employment.

A) Establishing and/or operating career counseling and testing programs.

B) Providing job placement assistance.

C) Conducting courses and workshops which are not claimed for credit hour grant funding.

3) Cooperate with other economic development entities (such as chambers of commerce, economic development commissions, and local governments) involved in commercial and industrial expansion and/or retention to:

A) Provide assistance through special courses, workshops, and conferences to area business and industry and economic development entities on such topics as training; financing, starting, and operating a business; contract procurement; purchasing and accounting; and use of computers.

B) Identify and develop educational programs needed by business and industry for emerging occupations.

C) Obtain the use of equipment from business and industry for employment training programs.

D) Assist with the conduct of an assessment of the area's assets and liabilities in attracting and retaining business and industry.

E) Assist with the conduct of an industrial retention survey to assess the need for training or other assistance by area business and industry.

F) Provide appropriate training assistance or services determined necessary by surveys or assessments.

G) Help to market the area to prospective business and industry.

4) Cooperate with other community colleges, public universities, and private colleges to conduct assessments of need for higher education, to articulate the educational services being provided, and to develop telecommunications networks for instructional delivery and support.

d) The following are allowable expenditures for workforce preparation grant funds:

1) Personnel. Salaries and benefits for the following personnel based on the percentage of time they spend on workforce preparation activities.

A) Administrative and support staff of the business assistance centers or economic development or workforce preparation offices.

B) Counselors that provide employment and educational counseling to unemployed or underemployed individuals.

C) Instructional personnel who teach courses, which are not eligible for credit hour grant funding, to unemployed or underemployed persons or who teach customized courses, which are not eligible for credit hour grant funding, for business and industry.

D) Administrative and support staff needed to operate regional consortia designed to coordinate and support off-campus extension offerings of colleges and universities within that region of the state.

2) Contractual Services. Expenditures for professional services which are determined by the college to be more appropriately or efficiently provided by other public or private entities to complete specific programmatic work needed to conduct the district's workforce preparation and economic development activities.

3) Instructional Materials. Books, films, and testing/evaluation materials for use in courses taught to unemployed and underemployed individuals or persons receiving industrial or customized training designed for area business and industry.

4) Instructional Equipment. Lease or purchase of demonstrators, models, trainers, or other equipment for use in courses taught to unemployed and underemployed individuals or persons receiving customized training designed for area business and industry.

5) Promotional Materials. Brochures, newsletters, slide presentations, films, and advertisements used to market the districts' economic development services.

6) Staff Development. Seminars, courses, and conferences related to workforce preparation or economic development for administrative staff that spend 51 percent of their time working in the business assistance center/economic development or workforce preparation office.

7) Conference and Meeting Expenses. Expenses for conducting conferences and meetings related to workforce preparation grant activities specified in subsection (c) at which workforce preparation grant staff, business and industry, and/or economic development entities are in attendance.

8) Travel. Travel expenses related to workforce preparation grant activities as specified in subsection (c) for staff specified in subsection (d)(1) and their supervisors.

9) The following are related costs of operating a business assistance center/ economic development or workforce preparation office.

A) Office equipment
B) Utilities and telephone
C) Consumable supplies
D) Duplicating
E) Facility rental

e) Workforce preparation grant funds designated for special state initiatives in an amount specified by the General Assembly shall be administered by the Board to ensure that the special state initiatives are implemented.

f) Reports of services and courses supported by the workforce preparation grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

g) Workforce preparation grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

h) Workforce preparation grant funds shall be expended or obligated prior to June 30 each year. Goods for which funds have been obligated shall be received and paid for prior to September 30 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling $100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than $100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

i) Workforce preparation grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

**Section 1501.510 Reporting Requirements**

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated:

a) Fiscal year-to date unaudited uniform financial reporting system data by July 31 for the period July 1 - June 30 of the previous fiscal year.

b) Resource allocation and management planning (RAMP) data by July 1 of each year.

c) Square footage and acreage (facility information) are due August 1.

d) Unit cost data for the previous fiscal year by September 1 following the end of that fiscal year.

e) A survey of local budget and tax extensions and collections by September 1 of each year.

f) Annual fiscal year audited uniform financial reporting system data by October 15 following the end of the previous fiscal year.

g) An Audit/Unit Cost Reconciliation Statement by October 15 of each year.

h) Fiscal year-to-date unaudited uniform financial reporting system data by January 31 for the period July 1 - December 31.

i) Certificate of Tax Levy by January 31 of each year.

**Section 1501.511 Chart of Accounts**

a) Community College Funds. The funds listed below or a subset of these funds shall be used for publicly reporting community college financial transactions. The local board of trustees may determine the distribution of unrestricted revenues among the operating funds; i.e., the Education Fund; the Operations, Building and Maintenance Fund; and the Public Building Commission Operation and Maintenance Fund.

1) Operating Funds

A) Education Fund. Local property taxes for educational purposes shall be recorded as revenue in this fund.

B) Operations, Building and Maintenance Fund. Local property taxes for operations, building, and maintenance purposes shall be recorded as revenue in this fund.

C) Public Building Commission Operation and Maintenance Fund. Local property taxes for the operation and maintenance of college buildings leased from the Public Building Commission shall be recorded in this fund. Each agreement to operate and maintain property must be accounted for using a separate set of self-balancing accounts.

2) Restricted Purposes Fund. This fund is for the purpose of accounting for monies that have external restrictions regarding their use. Each of the restricted sources of revenue in this fund shall be accounted for separately using a group of self-balancing accounts.

3) Audit Fund. The audit tax levy shall be recorded in this fund. Monies in this fund shall be used only for the payment of auditing expenses.

4) Liability, Protection and Settlement Fund. The tax levy for tort liability, worker's compensation, and unemployment insurance and claims shall be recorded in this fund. The monies in this fund and interest earned on the assets of this fund shall be used only for the payment of tort liability, worker's compensation, and unemployment insurance and claims.

5) Bond and Interest Fund. Revenues in this fund consist of property taxes for principal and interest bond payments and Corporate Personal Property Replacement Tax Revenues statutorily allocated for principal and interest bond payments (Ill. Rev. Stat., 1991, ch. 85, par. 616). All principal and interest bond payments shall be expended from this fund. The debt service for each bond issue must be accounted for with a group of self-balancing accounts within the fund.

6) Public Building Commission Rental Fund. Local property taxes for the payment of lease obligations to the Public Building Commission shall be recorded in this fund. Each lease with the Public Building Commission shall be accounted for using a separate group of self-balancing accounts.

7) Operations, Building and Maintenance Fund (Restricted). This fund is used to account for funds which can be used only for site acquisition and construction and equipping of buildings. The monies in this fund shall not be permanently transferred or loaned to any other fund.

8) Building Bond Proceeds Fund. Proceeds from construction bonds shall be recorded in this fund. Each bond issue shall be accounted for using a separate group of self-balancing accounts.

9) Auxiliary Enterprises Fund. This fund is for the purpose of accounting for those services where a fee is being charged students and staff. Only monies that the institution has control of should be included in this fund. Each enterprise service where a fee is being charged should be accounted for using a separate group of self-balancing accounts.

10) Working Cash Fund. This fund shall be used to account for the proceeds of working cash bonds.

11) Trust and Agency Fund. This fund shall be used to receive and hold monies in which the district serves as a custodian or fiscal agent for another body.

12) Investment in Plant Account Group. This group of accounts shall be used to record the cost/value of plant assets.

13) Long-term Liabilities Account Group. This group of accounts shall be used to record liabilities that are payable beyond the current fiscal year.

b) Program and Object Codes. The program and object codes specified by the ICCB shall be used for publicly reporting community college financial transactions.

**Section 1501.515 Advanced Technology Equipment Grants**

a) An annual grant shall be allocated to each Illinois public community college district in accordance with Section 2-16.01 of the Act.

b) Advanced technology equipment grant funds shall be accounted for in a set of self-balancing accounts within the Restricted Purposes Fund [see Section 1501.511(a)(4)].

c) Allowable expenditures for advanced technology equipment grant funds are: demonstrators, models, trainers, and other instructional equipment needed for instruction or instructional support services, including connectors, interfacing equipment, computer software, computer peripherals, operating and repair instruction manuals, instructional furnishings that are designed for and integral to the use of the instructional equipment, and telecommunications networks designed to interconnect with other colleges and extension centers within the district.

d) By August 1 following the end of the fiscal year, the community college district shall file a report with the ICCB in a format prescribed by the ICCB, detailing how the funds were utilized.

e) Advanced technology equipment grant funds shall be expended or obligated by June 30 of the year for which they were awarded. Goods for which funds have been obligated shall be received and paid for by September 30 following the end of the fiscal year for which the funds were awarded. Unexpended funds totaling $100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than $100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

f) Advanced technology equipment grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

**Section 1501.516 Capital Renewal Grants**

a) Districts may apply annually to the ICCB for approval of capital renewal grant projects. Requests for ICCB approval of capital renewal grant projects shall be submitted using forms prescribed by the ICCB.

b) Expenditures of funds from this grant are limited to capital renewal projects that are within the scope of the definition of capital renewal grants contained in Section 1501.501.

c) Funds received from this grant shall be accounted for in the Operations and Maintenance Fund (Restricted) [see Section 1501.511(a)(7)].

d) Other sources of funding may be added to capital renewal grant funds to finance larger projects.

e) Projects shall be designed and constructed to meet all applicable facilities codes as specified in Section 1501.603(f).

f) Authority to approve capital renewal grant projects is delegated to the ICCB or its Executive Director.

**Section 1501.517 Retirees Health Insurance Grants**

a) Retirees health insurance grants shall be distributed proportionately to each district based on the number of that district's annuitants on July 1 of the fiscal year in which the appropriation is made as certified by the State Universities Retirement System (SURS).

b) Retirees health insurance grants shall be used by a community college district to provide health insurance for the district's annuitants.

c) Provision of retirees health insurance shall be considered as the

1) subsidization of costs for a retiree participating in one of the district's employee group health insurance plans or

2) subsidization of the retiree's health insurance costs for coverage independent of the district's plan.

d) Annuitants receiving a subsidy for health insurance costs for coverage independent of the district's plan shall not be compensated in an amount greater than that offered retirees participating in one of the district's employee group health insurance plans.

e) Annuitants eligible for Social Security benefits shall be required to enroll in Medicare Part A and Part B Insurance which shall be considered their primary coverage.

f) Retirees health insurance grants shall be expended or obligated by June 30 of the fiscal year in which the grant is received. Unexpended funds shall be returned to the ICCB by October 15 following the year for which the appropriation was made.

g) Retirees health insurance grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

**Section 1501.518 Uncollectible Debts**

a) In order to access the State Comptroller for the collection of debts owed a community college, the board of trustees shall maintain documentation of each debtor's debt in a separate file which shall be available for inspection by the ICCB or the Comptroller of the state of Illinois. Only debts in excess of $150 may be submitted for collection.

b) Each debtor's file shall be maintained for a period of five years and shall include:

1) A description of the cause for the debt;

2) Correspondence concerning attempts to collect the debt locally;

3) Evidence of an opportunity for a hearing and review of the debt and the final outcome of such hearing and review.

c) Claims shall be submitted on forms and in the format prescribed by the ICCB.

d) The board of trustees shall submit a claim to the state of Illinois only after exhausting local options for collection of the debt.

e) The board of trustees shall give the debtor due process in accordance with the Illinois State Collection Act of 1986 (Ill. Rev. Stat. 1991, ch. 15, pars. 151 et seq.).

f) Any debtor scheduled to make repayments, who is not yet delinquent or who currently is making periodic payments to reduce a debt, shall not be submitted to the state for collection.

g) The board of trustees shall approve the debt to be submitted for collection.

h) The Executive Director of the ICCB is authorized to accept claims from the boards of trustees for collection. ICCB acceptance of claims is made when claims are submitted to the Comptroller of the state of Illinois. The board of trustees will be notified of acceptance or nonacceptance of the claims by the ICCB.

**Section 1501.519 Special Initiatives Grants**

a) Special initiatives grants shall be allocated to each Illinois public community college district in accordance with Section 2-16.02 of the Act.

b) Special initiatives grant funds shall be accounted for in a set of self-balancing accounts within the Restricted Purposes Fund [see Section 1501.511(a)(2)].

c) Allowable expenditures for special initiatives grants will be specified in a contract which will be executed with each Illinois public community college district eligible to receive the special initiatives grant funds.

d) By August 1 following the end of the fiscal year, the community college district shall file a report with the ICCB in a format prescribed by the ICCB or in accordance with the terms of the contract, detailing how the funds were utilized.

e) Special initiatives grant funds shall be expended or obligated by June 30 of the year for which they were awarded. Goods and services for which funds have been obligated shall be received and paid for by September 30 following the end of the fiscal year for which the funds were awarded. Unexpended funds totaling $100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than $100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

f) Special initiatives grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

**Section 1501.520 Lincoln's Challenge Scholarship Grants**

a) Lincoln's Challenge Scholarship Grants shall be vouchered to community colleges.

b) Students can qualify for their first Lincoln's Challenge Scholarship Grant if they meet the following criteria:

1) Complete the Lincoln's Challenge program;

2) Complete the GED or pursuing the completion of the GED;

3) Enroll at one of the 49 Illinois public community colleges in a certificate or degree program within one year after graduation from the Lincoln's Challenge Program;

4) Carry an academic load of at least six credit hours each term except the summer term; and

5) Present the "notification of award" letter signed by the Executive Director of the Illinois Community College Board to the community college at the time of registration.

c) The scholarship is limited to $1,000 per student per semester.

d) The scholarship shall be applied only to the cost of tuition, books, fees and required educational supplies.

e) The grant will only reimburse the college at the in-district tuition rate.

f) In order to receive the reimbursement, colleges must submit the following information for each student:

1) Name;
2) Social Security Number;
3) Program of study;
4) Course schedule;
5) Bill with costs broken out by tuition, fees, books and educational supplies; and
6) GPA and course completions from previous semester - if continuing student.

g) In order to remain qualified for a Lincoln's Challenge Scholarship Grant, each student must:

1) Submit a letter of application to the Illinois Community College Board requesting continuation of the scholarship for the next semester. The letter must be postmarked by August 1 for application to the fall term and January 1 for application to the spring term;

2) Comply with academic standards as defined by college policy. The first semester minimum grade point average may be waived as a determining factor of academic standards achievement if the student's academic advisor concludes that extenuating circumstances existed; and

3) Submit documentation showing the academic status and the number of credit hours completed during the last term of enrollment at the college.

h) Students can be awarded scholarship funds for three successive years, or a maximum of 64 credit hours (or more if completing an associate in applied science degree requiring additional credit hours) to be used toward the completion of a degree or certificate program.

i) The number of scholarships awarded each year is contingent upon the amount of funds appropriated. The scholarships cannot be guaranteed to students even if all criteria are met.

**Section 1501.521 Technology Enhancement Grants**

a) Requests for technology enhancement grants shall be submitted in a format prescribed by the ICCB.

b) Eligibility for technology enhancement grants shall include the local district board of trustees' approval of the project and certification of the availability of a 25 percent contribution to the total project cost.

c) Funds received from this grant shall be accounted for in the Operations, Building, and Maintenance Fund (Restricted) [see Section 1501.511(a)(7)].

d) Other sources of funding may be added to technology enhancement grant funds to finance larger projects.

e) Grant funds shall only be used in facilities owned by the district.

f) Allowable expenditures of funds, as submitted in the grant application, will be specified in a grant agreement executed with each Illinois public community college district eligible to receive the technology enhancement grant funds.

g) Technology enhancement grant funds shall be expended within the grant period as specified in the grant agreement and pursuant to the provisions of the Illinois Grant Funds Recovery Act (30 ILCS 705).

h) Technology enhancement grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

i) Each community college district receiving grant funds shall file a report with the ICCB in a format prescribed by the ICCB, or in accordance with the terms of the grant agreement, detailing how the funds were utilized. The due dates of the reports shall be specified in the grant agreement.

j) Authority to approve technology enhancement grant requests is delegated to the ICCB Executive Director. His/her decision shall be based upon submission of a complete application and release of funds by the Bureau of the Budget.

k) Projects shall be designed and constructed to meet all applicable facilities codes as specified in Section 1501.603(f).

**Section 1501.522 Deferred Maintenance Grants**

a) Deferred maintenance grants shall be allocated to each qualifying Illinois public community college district in accordance with Section 2-16.02 of the Act.

b) Expenditures of funds from this grant are limited to deferred maintenance grant activities as defined in Section 1501.501 of this part. No more than 30 percent of each district's grant allocation shall be used for custodial/maintenance staff salaries and benefits.

c) Funds received from this grant shall be accounted for in a separate set of self-balancing accounts in the Operations and Maintenance Fund (Restricted) [see Section 1501.511(a)(7)].

d) Deferred maintenance grant funds shall be expended or obligated by June 30 of the year for which they were awarded. Goods and services for which funds have been obligated shall be received and paid for by August 31 following the end of the fiscal year for which the funds were awarded. Unexpended funds totaling $100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than $100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

e) Deferred maintenance grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

## SUBPART F: CAPITAL PROJECTS

### Section 1501.601 Definition of Terms

Alter. To remodel or modify a facility, without changing its original purpose or adding to its total dimensions, that would have been constructed differently had existing handicapped accessibility, energy conservation, or environmental protection laws, codes, or standards [as specified in Section 1501.603(f)(2)] been in effect at the time of construction.

Building Efficiency. "Building efficiency" is the ratio of the total net assignable square feet (NASF) of a building, which includes the interior of classrooms, class laboratories, offices, study areas, libraries, special or general use areas, and supporting areas for each of these space types, to the total gross square feet (GSF) of a building, which includes circulation areas, custodial areas, mechanical areas and structural areas plus the NASF as defined above.

Capital Project Design Phase. The design phase of a capital project includes development of detailed architectural plans, specifications, and cost estimates.

Capital Project Needs Assessment. Capital project needs assessment is the initial conceptualization and justification of the scope of the project.

Credits. "Credits" are capital project local contribution allowances certified by the ICCB at its Board meeting on September 18, 1987.

Facility. Any physical structure or entity that is necessary for the delivery of the district's programs and related services.

Hazard. A hazard is a risk or peril resulting from unsanitary conditions, deficiencies in codes specified in Section 1501.603(f)(2), conditions increasing the risk of fire, or conditions otherwise endangering human life to a degree greater than normal.

Licensed Architect or Engineer. An architect or engineer licensed by or registered with the Illinois Department of Professional Regulation.

Locally Funded. A "locally funded" project is a capital project funded totally from local district bond issues, local district operating funds, federal grants, foundation or other grants, gifts, student fees, or any nonstate-appropriated source.

Maintenance Project. A maintenance project is one which keeps a facility or asset in efficient operating condition, preserves the condition of the property, or restores property to a sound state after prolonged use.

Primary Site. A primary site includes any site constituting a campus as defined in Section 1501.301.

Repair. To rehabilitate or return a facility to its original condition after damage or deterioration, without changing its original purpose or adding to its total dimensions, when the condition of the facility poses a hazard to individuals or threatens the structural integrity of the facility.

Scope. "Scope" is a term relating to the parameters of the project, primarily the physical dimensions of the project and the function of space included therein.

Secondary Site. A secondary site is any location where the district maintains a permanent presence, but does not meet the criteria of a primary site.

State-Funded. A "state-funded" project is a capital project partially or fully funded with a state appropriation.

Structural Defect Deficiency Project. A "structural defect deficiency" project is a capital project which has a defect or deficiency directly attributable to inadequate design or construction, or defective construction materials.

**Section 1501.602 Approval of Capital Projects**

a) Notwithstanding any provision to the contrary [see subsection (b) and Section 1501.604(b)], requests for approval of capital projects shall be submitted to the ICCB on the forms prescribed by the ICCB.

b) A project requiring the expenditure of state or local funds for purchase, construction, remodeling, or rehabilitation of physical facilities at a primary or secondary site shall have prior ICCB approval except the following: (1) locally funded projects that meet the definition of a maintenance project as defined in Section 1501.601, or (2) locally funded projects that result in no change in room use, or (3) locally funded projects for which the total estimated cost is less than $25,000.

c) A District Site and Construction Master Plan shall be filed with the ICCB by January 1, 1991. The purpose of the plan is to apprise the ICCB of possible primary site new construction and secondary site acquisition/construction plans for the next three years throughout the district. The plan should be updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with the ICCB at least two months prior to submission of the project. Any primary site new construction or secondary site acquisition/construction projects must be reflected in the plan in order to receive consideration for approval. The plan, at a minimum, shall consist of a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:

1) Current permanent facilities where additions are planned.

2) General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.

3) Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.

4) The intended use of all proposed site acquisitions and facility acquisition/ construction.

d) The authority to approve locally funded projects is delegated to the Executive Director of the ICCB, who shall in turn report such actions to the ICCB.

**Section 1501.603 State-Funded Capital Projects**

a) Projects Eligible to Receive State Funds. State funds may be requested for capital projects, both those to be purchased and those to be constructed, as defined herein. The funds shall be requested prior to construction and may include or consist of architectural and engineering fees associated with the project. Such projects shall consist of:

1) Buildings, Additions, and/or Structures (including fixed equipment). Types of buildings that may be included are:

A) Administration and student personnel services facilities.
B) Central utility facilities.
C) Classrooms.
D) Fine and applied arts classrooms and laboratories.
E) Libraries.
F) Occupational, technical, and semi-technical laboratories, shops, and classrooms.
G) Other structures used for the operation and maintenance of the campus.
H) Physical education instructional facilities.
I) Science laboratories and related science facilities.
J) Student areas appropriate to the needs of a commuter institution, including food services, lounge areas, study areas, storage lockers, child care facilities, and facilities for student activities such as newspaper editing and student government.

2) Land.

3) Movable Equipment.

4) Utilities (those beyond a five foot perimeter of buildings).

5) Remodeling or Rehabilitation of Existing Facilities. Such projects include provision for:

A) Access for handicapped students.
B) Emergency repairs (including construction defects/deficiencies).
C) Energy conservation.

D) Programmatic changes.

6) Site Improvements.

A) Clearance.
B) Drainage.
C) Earth movement.
D) Finish grading, seeding, landscaping.
E) Other work required to make land usable as a building site.

F) Parking.

G) Streets and walkways.

7) Planning. A building project may be divided into sub-projects with planning funds (architect or engineering fees) requested for one fiscal year and construction funds requested in a subsequent year.

b) Application Criteria for New Construction Projects at the Primary Site. In order for capital projects for new construction to be considered for state funding, the following requirements shall be met:

1) The information required under Section 1501.510(a) shall have been submitted.

2) Certification of local board approval of the project(s) requested shall be provided.

3) Certification shall be provided that funds or credits are available to provide the local share of the project(s) in accordance with Articles IIIA and V of the Act.

4) Certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study and a Capital Development Board technical evaluation. The feasibility study shall address, at a minimum, the following:

A) The location of the site in relation to geography and population of the entire district and in relation to sites of the district's other colleges.

B) The impact on the surrounding environment, including the effect of increased traffic flow.

C) Accessibility to the site by existing and planned highways and/or streets.

D) Cost of development of the site in relation to topography, soil condition, and utilities.

E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost.

F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered.

G) The location of the site in relation to existing institutions of higher education.

5) Requests for site acquisition shall include a local board of trustees authorization to purchase the site, a copy of the feasibility study, a local board of trustees resolution

that local funds are available, a copy of the Capital Development Board evaluation, three appraisals of the property, and a written request for ICCB approval in addition to the information requested in the Resource Allocation and Management Plan/Community Colleges (RAMP/CC).

6) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in subsection (e)(4)(C) of this Section or a specific program need basis as specified in subsection (e)(4)(D) of this Section.

7) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.

(c) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:

1) An application on forms prescribed by the ICCB.

2) Certification of local board approval of the project(s) requested.

3) Certification that funds or credits are available to provide the local share of the project(s) in accordance with Articles IIA and V of the Act.

4) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...).

5) A justification statement regarding the need to remodel.

d) Application Criteria for Secondary Site Projects. Projects for the acquisition/ construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:

1) A resolution by the local board of trustees stating that:

A) Local funds or credits are available to provide the local share of the project(s) in accordance with Articles IIA and V of the Act.

B) The programs offered have been approved by the ICCB and Illinois Board of Higher Education (IBHE) or approval of these stated programs by those boards is pending.

2) Copies of at least two appraisals of the property.

3) Verification that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)

4) Identification of the location of the site and its relationship to the main campus, community college facilities in contiguous districts, and other higher education facilities in contiguous districts.

5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.

e) Project Priority Criteria. All projects must meet requirements as stated in ILCS 805/5-3 and 5-4. Capital project priorities will be established within the categories named in subsection (a) of this Section according to the following criteria:

1) New Facilities: The acquisition of buildings/additions/structures through construction of new facilities or purchase of existing facilities. Includes planning, qualifying fixed and moveable equipment as necessary to support the new facility, land acquisition required for the facility, and any site improvements or utility work necessary to support the facility. All requests for new facilities must meet the criteria specified in either subsection(b) of this Section for new construction at a primary site or subsection(d) of this Section for secondary site projects.

Each of the following criteria will be considered in establishing priorities for new facilities:

A) Type of space to be constructed (in priority order):

i) Instructional, study, office, and student areas (all weighted equally):

- Instructional space including basic classrooms, lecture halls, seminar rooms, and other rooms used primarily for scheduled instruction, both credit and noncredit. These rooms may contain multimedia or telecommunications equipment. Space utilized as classroom service, i.e., projection rooms, telecommunication control booths,

closets, etc., are included. (FICM Codes 110-115). Instructional space also includes laboratory facilities, both class and open, used for instructional purposes and service areas that serve as an extension of the activities of the laboratory (FICM Codes 210-255).

- Study areas, including all library facilities, any rooms or areas used by individuals at their convenience, general learning labs, and any service areas necessary to support the activities of these rooms. (FICM Codes 410-455).

- Office facilities that provide work areas to support the academic, administrative, and service functions of the colleges. Also includes rooms such as student counseling rooms and testing areas, staff conference rooms, file rooms, and break rooms (FICM Codes 310-355).

- Student service areas include general use facilities such as child care facilities (FICM Codes 640 and 645), food service facilities (FICM Codes 630 and 635), lounge facilities (FICM Codes 650 and 655), merchandise areas such as bookstores, student supply stores, or ticket outlet services (FICM Codes 660 and 665), and rooms utilized for recreation and amusement (FICM Codes 670 and 675). Meeting rooms used by the institution or the general public for a variety of nonclass meetings also are included (FICM Codes 680 and 685).

ii) Support areas, including central administrative computer and telecommunications rooms, maintenance shops, garages, warehouses, and storage facilities (FICM Codes 710-765).

iii) Assembly areas, including theaters, auditoriums, arenas, exhibition rooms, and concert halls used primarily for general presentations or performances. Includes areas that serve as an extension of the activities in that facility (FICM Codes 610-625).

iv) Physical education areas used for physical education instructional programs and intercollegiate and recreational activities. Includes areas such as gymnasia, athletic courts, swimming pools, and other special use athletic facilities (FICM Codes 520, 523, and 525). (Does not include specific classrooms more appropriately classified under FICM code series 100.)

v) Special use facilities not included elsewhere, such as armory, armory services, media production services, clinics, etc. (FICM Codes 510, 515, and 530-590).

B) Core Campus Considerations. Priorities will be assigned to colleges who do not have adequate core campus components in place. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services, and facilities to support high enrollment programmatic areas.

C) Space Criteria Considerations.

i) Utilization of Existing Space. Priorities will be assigned so that the higher utilization rate generated by weekly instructional hours for credit and noncredit courses offered at permanent locations owned by the college (college holds title, lease purchase, or purchasing contract for deed), the higher the priority that will be assigned. Instructional hours are defined as those enrollments generated by students taking credit and noncredit courses.

ii) Space per Student. Requests for space will be assigned priorities so that the less existing permanent space per student available at facilities owned by the college (college holds title, lease purchase, or contract for deed), the higher the priority assigned to the project.

D) Program Considerations. Consideration will be given to the need for special facilities based on the programs to be housed in the requested facilities. Priorities will be assigned so that the greater the need for special facilities, the higher the priority. Criteria evaluated for need will include (not in priority order) but not be limited to:

i) Documented need as evidenced by the college's accountability and productivity reviews.
ii) Labor market demand for completers of the program (as indicated by current manpower data).
iii) Unavailability of special facilities needed for the program.
iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.

2) Remodeling or Rehabilitation of Existing Facilities. Remodeling or rehabilitation projects will be evaluated on structural considerations and/or programmatic considerations and core campus considerations, if applicable to project. Requests for remodeling or rehabilitation projects must meet the criteria specified in subsection (c) of this Section. The following criteria will establish the order of remodeling/rehabilitation projects:

A) Structural Considerations (in priority order).

i) Those projects which will reduce physical health and safety hazards to

the student body and staff (e.g., structural defects deficiencies, handicapped modifications).

ii) Overall condition of space and/or other structural integrity considerations.

iii) Those projects that will result in financialand/ornaturalresource savings (e.g., energy conservation).

iv) Those projects that will result in the development of more efficient utilization of existing space.

B) Program Considerations. Consideration will be given to the need for remodeling or rehabilitation of facilities based on the programs to be housed in the facilities. Priorities will be assigned so that the greater the need for remodeling or rehabilitation, the higher the priority. Criteria evaluated for need will include (not in priority order), but not be limited to:

i) Documented need as evidenced by the college's accountability and productivity reviews.

ii) Labor market demand for completers of the program (as indicated by current manpower data).

iii) Unavailability of special facilities needed for the program.

iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.

C) Core Campus Considerations. Priorities will be assigned to colleges who demonstrate the need for remodeling or rehabilitation of existing core campus components due to either structural integrity issues or increased demand for services. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services, and facilities to support high enrollment programmatic areas.

3) Land. Requests for state funds for land purchases not related to new facilities acquisition will be evaluated based on the need to support existing campus facilities and services. Requests must meet applicable criteria specified in subsection (b) of this Section for land purchases at the primary site or subsection (d) of this Section for secondary site projects.

4) Utilities. Utilities projects (beyond a five foot perimeter of buildings) not related to new facility acquisition will be evaluated based on the need to support existing campus facilities and services.

5) Site Improvements. Site improvements not related to new facilities acquisition will be evaluated in conjunction with the facilities to which they relate and other demonstrated need.

6) Additional consideration may be given to the priority ranking of a project if it had previous ICCB approval for planning or construction.

f) Construction Standards. The following standards shall be applied in the design and construction of facilities:

1) Building Efficiency. Campuswide building efficiency should be at least 70 percent. However, individual buildings may be below this level if they are high-rise (four or more floors), include a large number of small classrooms and/or labs, or if a large portion of the building is designed for custodial or mechanical purposes to serve the entire campus.

2) Facilities Codes. All construction, remodeling, and rehabilitation of facilities shall be in compliance with the following standards:

A) Uniform Building Code (International Conference of Building Officials, Whittier, California, 1988) or BOCA Basic/National Building Code, 1987 Edition (Building Officials and Code Administrators International, Inc., Country Club Hills, Illinois).

B) BOCA Basic/National Mechanical Code, 1987 Edition (Building Officials and Code Administrators International, Inc., Country Club Hills, Illinois).

C) National Electrical Code (National Fire Protection Association, Quincy, Massachusetts, 1988).

D) Illinois Plumbing Code (77 Ill. Adm. Code 890).

E) Illinois Accessibility Code (71 Ill. Adm. Code 400).

F) Fire Prevention and Safety (41 Ill. Adm. Code 100).

G) National Fire Protection Association 101 Life Safety Code (National Fire Protection Association, Quincy, Massachusetts, 1988).

H) ASHRAE 90-80 Energy Conservation in New Building Design (American Society of Heating, Refrigeration, Air Conditioning Engineers, Atlanta, Georgia, 1980).

I) Any local building codes that may be more restrictive than the code listed above.

**Section 1501.604 Locally Funded Capital Projects**

a) All locally funded capital projects shall meet the same codes or standards listed in Section 1501.603(f)(2).

b) Requests for ICCB approval of locally funded capital projects shall be submitted using forms prescribed by the ICCB. All locally funded capital projects must receive prior ICCB approval except those meeting any one of the following criteria:

1) A project which meets the definition of a maintenance project as specified in Section 1501.601.

2) A project which does not create a change in room use.

3) A project which is less than $25,000 regardless of the work being performed.

c) Requests for ICCB approval of locally funded capital projects shall be submitted to the ICCB according to the following criteria:

1) All capital projects other than those excluded in Section 1501.604(b) require ICCB approval during the design phase of the project.

2) Capital projects estimated to cost in excess of $2.5 million shall be reported to the ICCB following a project needs assessment.

3) The final budget and scope of the project shall be reported to the ICCB after bids are received but before contracts are awarded. If the budget or scope exceeds that approved by the ICCB, the project shall be resubmitted for approval.

d) Application Criteria for New Construction Projects at the Primary Site. Applications for new construction projects submitted to the ICCB shall have attached to them the following:

1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.

2) A statement identifying the source of local funds for the project.

3) For primary sites, certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study. The feasibility study shall address, at a minimum, the following:

A) The location of the site in relation to geography and population of the entire district and its relation to sites of the district's other colleges, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.

B) The impact on the surrounding environment, including the effect of increased traffic flow.

C) Accessibility to the site by existing and planned highways and or streets.

D) Cost of development of the site in relation to topography, soil condition, and utilities.

E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost.

F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered.

4) Requests for primary site acquisition shall include three appraisals of the property.

5) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in Section 1501.603(e)(4)(C) or a specific program need basis as specified in Section 1501.603(e)(4)(D).

6) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.

e) Application Criteria for Projects Funded in Accordance with Section 3-37 of the Act. In addition to the above, applications for projects proposed for funding in accordance with Section 3-37 of the Act must include:

1) A copy of the proposed lease agreement showing that income is sufficient to pay the costs of constructing or acquiring and operating and maintaining the facility for the life of the installment loan arrangement entered into by the college.

2) A copy of the loan arrangement entered into by the college showing the installment costs to be incurred by the college.

3) Any other agreement between the college and another group which commits funds toward the project by that group.

f) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:

1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.

2) A statement identifying the source of local funds for the project.

3) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...).

4) A justification statement regarding the need to remodel.

g) Application Criteria for Secondary Site Projects. Projects for the acquisition/ construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:

1) A resolution by the local board of trustees stating that:

A) Funds are available to procure the site.
B) The programs offered have been approved by the ICCB and IBHE or approval of these stated programs by those boards is pending.

2) Copies of at least two appraisals of the property.

3) Verification that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)

4) Identification of the location of the site and its relationship to the main campus, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.

5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.

h) Construction projects for use by the college which are financed in whole or in part by college foundations are to be submitted for ICCB approval as locally funded projects.

**Section 1501.605 Project Changes**

Changes in budget and/or scope to approved construction projects shall be submitted for approval according to the following criteria:

a) Changes in budget/scope totaling 5 percent or less of the approved project budget/scope shall be reconciled at the completion of the project and submitted to the ICCB for information purposes.

b) When changes in the project budget/scope have reached 5 percent, any subsequent change modifying the budget/scope of the project shall require approval by the ICCB Executive Director, prior to expenditure of funds on the additional work. The criteria which the ICCB Executive Director will use for approving changes in the project budget/scope will be the same as are listed in Sections 1501.603 and 1501.604 above.

**Section 1501.607 Reporting Requirements**

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated:

a) Progress reports of all construction projects by January 1 of each year.

b) Course resource data showing the facilities used by each course offered for credit during the fall term within thirty (30) days after the end of the term.

c) An inventory of its facilities and an update of this inventory annually as of the fall term within sixty (60) days after the end of the fall term.

**Section 1501.608 Approval of Projects in Section 3-20.3.01 of the Act**

Projects proposed for construction under the provisions of Section 3-20.3.01 of the Act shall meet the criteria listed below.

a) Each proposed project shall meet the definition of "alter" or "repair" in Section 1501.601.

b) Each proposed project shall meet the definition of "facility" in Section 1501.601 and be owned by the district or leased where the district has assumed the obligation to make alterations or repairs.

c) Each proposed project shall not be considered a maintenance project.

d) Projects to repair facilities shall be for the purpose of correcting a hazard.

e) Each proposed project shall be one which is estimated by a licensed architect or engineer to cost $25,000 or more, and if financed through bonds in accordance with Section IIIA of the Act, is estimated by a licensed or registered architect or engineer to cost no more than $1,500,000. A project may have several component parts if these components clearly relate to the same objective.

f) Each proposed project shall have prior approval of the ICCB or its Executive Director.

g) Each proposed energy conservation project shall provide an estimated "pay back" of eight years or less as certified by a licensed architect or engineer.

h) Each project shall meet the codes specified in Section 1501.603(f)(2).

i) An application for each proposed project shall be submitted to the ICCB for approval on forms prescribed by the ICCB and shall include all of the following:

1) A certified copy of a lawful order of any federal, state, county, or municipal agency having authority in statute or ordinance to regulate the protection, health, or safety of individuals as such relate to community college facilities; a licensed architect or engineer's certification that the present condition of the facility poses a threat to the structural integrity of the facility; or a copy of the resolution indicating that the local board of trustees has determined that the proposed project is necessary for energy conservation, health or safety, environmental protection, or handicapped accessibility purposes.

2) A copy of a statement that, in the judgment of the local board of trustees, there are not sufficient funds available in the Operations and Maintenance Fund of the district to fund the project.

3) A certified copy of a licensed architect or engineer's estimated budget of the cost and scope of the project.

4) A copy of the local board of trustees' action authorizing the project.

**Section 1501.609 Completion of Projects Under Section 3-20.3.01 of the Act**

When completed, each project shall be certified by a licensed or registered architect or engineer as having been constructed within the budget and having met applicable plans, codes, and specifications.

**Section 1501.610 Demolition of Facilities**

A district may demolish a facility owned by the district. The ICCB shall be notified upon demolition of the facility.

## SUBPART H: PERSONNEL

**Section 1501.801 Definition of Terms**

Sabbatical Leave. A sabbatical leave is a leave of absence granted by the Board of Trustees to eligible employees for the purpose of providing opportunities for such employees to engage in activities which are aimed at developing the employees professionally and improving their abilities to perform their contractual responsibilities.

**Section 1501.802 Sabbatical Leaves**

Any board of trustees' policy providing for sabbatical leaves for its employees shall contain at least the following provisions:

a) A statement of purpose and/or objectives.
b) A description of the types of leaves (e.g., professional development, project, exchange) that may be granted.
c) A statement of employee eligibility.
d) A procedure for making application.
e) A listing of criteria utilized in evaluating applications.
f) A procedure for selection.
g) A statement of limitations concerning the granting of leave (e.g., how many employees in a given year and subject to what, if any, financial limitations).
h) A schedule of compensation, if any, to be granted and for what period of time.
i) A statement of employee obligations (e.g., reporting requirements, returning to work after the leave).
j) Other conditions which the Board feels may affect the employee-employer relationship as a result of a leave being granted.

# APPENDIX A: PUBLIC ACCESS TO INFORMATION

**Section 5176.110 Information Requests**

a) Any person seeking electronic or other records from the Illinois Community College Board may do so by contacting the Executive Director at 401 East Capitol Avenue, Springfield, Illinois 62701-1711. Requests will be processed in accordance with the provisions of the Freedom of Information Act. In order for requests to be processed, the Board requires that the request be received in writing and include, at a minimum, the information listed below.

1) the name, address, and phone number of the requestor;

2) a description of the information requested;

3) an indication of whether the records are to be inspected at the ICCB Office or mailed to the requestor and, if sent, whether or not the copy(ies) is to be certified;

4) the date of the request and when a response is required.

b) A form for providing this information is available from the ICCB Executive Director.

c) Records requested and approved for release may be inspected at the ICCB Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, except on designated holidays.

d) Records which are stored and retrieved by electronic data processing means will be printed in a format understandable to the person not familiar with electronic data processing. If information is requested on a disk or tape, the requestor must furnish a disk or tape to the Illinois Community College Board. The Illinois Community College Board will provide a description of the disk or tape format to the requestor.

e) Information requests that necessitate special computer analyses will be provided within a time frame determined appropriate by the Deputy Director for Research.

f) Computerized unit record data containing information on individuals (student enrollment and completion records and faculty and staff records) will be provided under the following conditions:

1) there is written agreement from the requestor that the data will be used only for specified research purposes;

2) there is written agreement from the requestor that the data will not be provided to a third party;

3) record identifiers (Social Security Numbers) will be removed before records are released by the ICCB unless the data release is covered under the Family Educational and Privacy Act, 20 U.S.C. Section 1232g(b)(1). This section indicates that records may be disclosed to "other school officials, including teachers within the educational institution or local educational agencies," who have been determined by such agency or institution to have "legitimate educational interests."

g) All data provided will be at the costs specified below unless the Executive Director elects to waive such fees:

| | |
|---|---|
| Certification fee | $ 1.00 per request |
| Paper copy from paper original | |
| 8 1/2" x 11" | $ .25 |
| 8 1/2" x 14" | $ .25 |
| Larger than legal size | $ 1.00 |
| Paper copy from microfilm original | Commercial cost of reproduction |
| Videocassette/Audiocassette | Commercial cost of reproduction |
| Computer paper | $ .65 per 1,000 lines |
| Computer printout | |
| Computer tape (1600 BPI only) (requestor must provide tape) | $500.00 per CPU hour |
| Diskettes (requestor must provide diskette) | |

**Section 5176.120 Minutes of Closed Sessions**

The ICCB will review its closed session minutes in January and July of each year to determine if such minutes, or any part of such minutes, may be released as public documents. The Board Chairman and Vice Chairman, prior to the January and July meetings, will review the minutes of all closed sessions conducted during the previous six months and make a recommendation for action to the Board based on the relevant provisions of the Public Community College Act (Ill. Rev. Stat. 1991, ch. 122, pars. 101 et seq), the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 116, pars. 201 et seq), and the Open Meetings Act (Ill. Rev. Stat. 1991, ch. 102, pars 41 et seq).

## APPENDIX B: AMERICAN WITH DISABILITIES ACT GRIEVANCE PROCEDURES

**Section 1050.10 Purpose**

a) This Americans with Disabilities Act Grievance Procedure ("Procedure") is established pursuant to the Americans with Disabilities Act of 1990, 42 USC Section 12101 ("ADA") and specifically Section 35.107 of the Title II regulations, 28 CFR Part 35, requiring that a grievance procedure be established to resolve grievances asserted by qualified individuals with disabilities. Should any individual desire to review the ADA or its regulations to understand the rights, privileges, and remedies afforded by it, please contact the Designated Coordinator.

b) In general, the ADA requires that each program, service, and activity offered by the Board, when viewed in its entirety, be readily accessible to and usable by a qualified individual with disabilities.

c) It is the intention of the Board to foster open communications with all individuals requesting readily accessible programs, services, and activities. The Board encourages supervisors of programs, services, and activities to respond to requests for modifications before they become a grievance.

**Section 1050.20 Definitions**

"Board" is the Illinois Community College Board.

"Grievance" is any complaint under the ADA by an individual with a disability who meets the essential eligibility requirements for participation in or receipt of the benefits of a program, activity, or service offered by the Board, and believes he or she has been excluded from participation in, or denied the benefits of any program, service, or activity of the Board or has been subject to discrimination by the Board.

"Complainant" is an individual with a disability who files a Grievance Form provided by the Board under this procedure.

"Designated Coordinator" is the person appointed by the Executive Director who is responsible for the coordination of efforts of the Board to comply with and carry out its responsibilities under Title II of the ADA including investigation of grievances filed by complainants. See 28 CFR 35.107.

**Section 1050.30 Procedure**

a) Grievances must be submitted through the channels defined below in the form described and within the specified time limits. It is mutually desirable and beneficial that grievances be

satisfactorily resolved in a prompt manner. Time limits established in this procedure are in calendar days, unless otherwise stated, and may be extended by mutual agreement in writing by the complainant and the reviewer at the Designated Coordinator and Final Levels.

b) A complainant's failure to submit a grievance, or to submit or appeal it to the next level of procedure within the specified time limits shall mean that the complainant has withdrawn the grievance or has accepted the last response given in the grievance procedures as the Board's last response.

c) The Board shall, upon being informed of the individual's desire to file a formal grievance, instruct the individual how to receive a copy of the Grievance Form.

**Section 1050.40 Designated Coordinator Level**

a) If an individual desires to file a formal written grievance, the individual shall promptly, but no later than 180 days after the alleged discrimination, submit the grievance to the Designated Coordinator in writing on the Grievance Form prescribed for that purpose. The Grievance Form must be completed in full in order to receive proper consideration by the Designated Coordinator.

b) Upon request, assistance shall be provided by the Board to complete the Grievance Form.

c) The Designated Coordinator, or his or her representative, shall investigate the grievance and shall make reasonable efforts to resolve it. The Designated Coordinator shall provide a written response to the complainant and the Executive Director within 10 business days after receipt of the Grievance Form.

**Section 1050.50 Final Level**

a) If the grievance has not been resolved at the Designated Coordinator Level to the satisfaction of the complainant, the complainant may submit a copy of the Grievance Form and Designated Coordinator's response to the Executive Director of the Board for final review. The complainant shall submit these documents to the Executive Director, together with a short written statement explaining the reasons for dissatisfaction with the Designated Coordinator's written response, within five business days after receipt by the complainant of the Designated Coordinator's response.

b) The Executive Director shall appoint a three-member panel to review the grievance at the Final Level. One member so appointed shall be the designated chairperson.

c) The complainant shall be afforded an opportunity to appear before the panel and shall have a right to appoint a representative to appear on his or her behalf. The panel shall review the

Designated Coordinator's written response and may conduct interviews and seek advice as it deems appropriate.

d) Upon reaching concurrence, the panel shall make a recommendation in writing to the Executive Director as to the proper resolution of the grievance. All such recommendations shall include reasons for the recommendations and shall bear the signatures of the concurring panel members. A dissenting member of the panel may make a signed recommendation to the Executive Director.

e) Upon receipt of recommendations from the panel, the Executive Director shall approve, disapprove, or modify the panel recommendations; shall render a decision thereon in writing; shall state the basis therefore; and shall cause a copy of the decision to be served on the parties. The Executive Director's decision shall be final. If the Executive Director disapproves or modifies the panel recommendations, he or she shall include written reasons for such disapproval or modification.

f) The Grievance Form, the Designated Coordinator's response, the statement of reasons for dissatisfaction, the recommendations of the panel, and the decision of the Executive Director shall be maintained for a period of three years.

**Section 1050.60 Accessibility**

The Board shall ensure that all stages of the procedure are accessible to and usable by individuals with disabilities.

**Section 1050.70 Case-by-Case Resolution**

Each grievance involves a unique set of factors. Accordingly, termination of a grievance at any level, whether through the granting of relief or otherwise, shall not constitute a precedent on which any other complainants should rely.